

**YVETTE McLELLAN**  
**633 Parish Lakes Drive**  
**Foley, Alabama 36535**  
**Telephone: (850) 449-1554**  
**E-Mail: rjgr34@aol.com**

**WORK EXPERIENCE:**

**8/86 - Present**

**CITY OF PENSACOLA, FLORIDA**

**12/19 – Present**

**DEPUTY FINANCE DIRECTOR – FINANCIAL SERVICES DEPARTMENT**

Assist the Finance Director in the day-to-day functioning of the Financial Services Director in such areas as directing and developing policies for the Financial Services Department including budgeting, financial planning, payroll, purchasing, accounts receivable, general accounting, investments, debt management and issuance, grants administration, risk management, property and leases and pension administration. Oversight of the Budget Office, Risk Management, Property and Leases and Payroll and Pensions. Ensures proper accounting and financial reporting of City activities in accordance with Generally Accepted Accounting Principles, sound business practices and relevant local, state, and federal regulations. Assists in the development of the annual budget as well as the development and review of the City's Pension and OPEP actuarial reports. Performs financial reporting by planning, organizing and directing assigned activities; manage and participate in the preparation of the Comprehensive Annual Financial Report and the annual budget; and oversees the preparation of various financial statements. Create and/or review complex data analysis, financial statements, projections, and departmental budgets; writes technical reports and analysis of complex financial statements. Prepares various calculations pertaining to collective bargaining agreements. Assist and advise the Finance Director in developing internal control policies, guidelines and procedures.

**02/02 – 12/19**

**BUDGET MANAGER – FINANCIAL SERVICES DEPARTMENT**

Review departmental budget requests and compile summary reports and recommendations for Mayor and Staff. Oversee preparation of Budget Preparation Manual and Annual Budget Document in accordance with GFOA Budget Awards Program. Prepare the financial overview included in the annual budget document. Prepare annual Budget-In-Brief document. Coordinate entire budget process in accordance with State guidelines. Prepare the Florida Truth In Millage (TRIM) package to be in compliance with TRIM law. Prepare Financial Services Department budget. Provide assistance to other departments in the preparation of their budget requests. Prepare annual Council Budget Briefing Package. Conduct annual review of revenues and oversee the preparation of the annual City Revenue Manual. Prepare revenue forecasts and monitor monthly revenues. Prepare analytical reports as needed for financial evaluation and projections. Prepare monthly and quarterly financial reports. Monitor department budgets on an ongoing basis ensuring compliance with budgetary guidelines. Review Legislative Agenda Items to ensure accurate budgetary information provided to City Council. Review all requisitions for purchase orders to ensure within the legal guidelines. Work with state and local governmental offices on varying revenue-related legislative items. Prepare supplemental budget resolutions as well as prepare the City Council item associated with the resolution. Provide various calculations regarding cost of union negotiations. Assist Payroll Staff with various payroll calculations/ordinances/rules. Work with audit staff to conduct budgetary end of year closing.

**WORK EXPERIENCE (continued):**

**08/99 – 02/02 SENIOR ADMINISTRATIVE OFFICER III – FINANCIAL SERVICES DEPARTMENT**

Review departmental budget requests and compile summary reports for City Manager Staff. Oversee preparation of Budget Preparation Manual and Budget Document in accordance with GFOA Budget Awards Program. Coordinate entire budget process in accordance with State guidelines. Prepare Finance Department budget. Provide assistance to other departments in the preparation of their budget requests. Conduct annual review of revenues and prepare the annual City Revenue Manual. Prepare revenue forecasts and monitor monthly revenues. Prepare analytical reports as needed for financial evaluation and projections. Prepare monthly and quarterly financial statements. Prepare monthly revenue and expenditure projections. Monitor department budgets on an ongoing basis ensuring compliance with budgetary guidelines. Work with state and local governmental offices on varying revenue-related legislative items. Work with audit staff to conduct budgetary end of year closing.

**05/98 – 8/99 ADMINISTRATIVE OFFICER III – FINANCIAL SERVICES DEPARTMENT**

Prepare monthly and quarterly financial statements. Prepare monthly revenue projections and expenditure status reports. Monitor department budgets on an ongoing basis ensuring compliance with budgetary guidelines. Review departmental budget requests and compile summary reports for City Manager Staff. Prepare Budget Preparation Manual and Budget Document in accordance with GFOA Budget Awards Program. Coordinate entire budget process in accordance with State guidelines. Prepare Finance Department budget. Prepare analytical reports as needed for financial evaluation and projections. Provide assistance to other departments in the preparation of their budget requests. Conduct annual review of revenues and prepare the annual City Revenue Manual. Assist in preparation of Comprehensive Annual Financial Report and the Annual Report to Bondholders.

**05/94 - 05/98 ADMINISTRATIVE OFFICER II - FINANCIAL SERVICES DEPARTMENT**

Assist Finance Department Director with various operations in Finance Department. Prepare monthly and quarterly financial statements. Review departmental budget requests and compile summary reports for City Manager Staff. Prepare Budget Preparation Manual and Budget Document in accordance with GFOA Budget Awards Program. Coordinate entire budget process in accordance with State guidelines. Prepare Finance Department budget. Prepare analytical reports as needed for financial evaluation and projections. Provide assistance to other departments in the preparation of their budget requests. Conduct annual review of revenues and prepare the annual City Revenue Manual. Assist in preparation of Comprehensive Annual Financial Report and the Annual Report to Bondholders.

**10/90 - 05/94 ADMINISTRATIVE OFFICER I – FINANCIAL SERVICES DEPARTMENT**

Assist Assistant Finance Director with various operations in Finance Department. Prepare monthly and quarterly financial statements along with other various monthly reports for balancing purposes. Assist in preparation of Comprehensive Annual Financial Report. Assist in preparation of Annual Budget document. Prepare Analytical Review Reports for Auditors. Prepare Semi-Monthly Payroll Forecasting Report for monitoring purposes. Prepare Monthly Enterprise Revenue Reports. Prepare Monthly Revenue Distribution Reports. Prepare various monthly and semi-monthly reports for analytical purposes. Prepare Pension Analysis Reports. Train and assist Finance Department computer users with various software (i.e. WordPerfect, Lotus 1-2-3, Harvard Graphics, Paradox). Distribute monthly computer reports to departments.

**WORK EXPERIENCE (continued):**

**1/90 - 10/90    ADMINISTRATIVE ACCOUNTS CLERK – FINANCIAL SERVICES DEPARTMENT**

Assist in preparation of Comprehensive Annual Financial Report. Assist in preparation of Annual Budget document. Maintain records on microcomputers. Prepare department documents, (i.e. spreadsheets, balance sheets, Purchase Orders, RP's, Checks, etc.). Assist Accounting Division when necessary. Aide computer users in solving software problems. Assist in preparation of State of Florida Reports. Distribute monthly computer reports to departments.

**12/86 - 1/90    ADMINISTRATIVE ACCOUNTS CLERK - RISK MANAGEMENT DEPARTMENT**

Maintain all data and programs on microcomputers. Type all department correspondence. Prepare monthly department reports. Supervise the work of receptionist in the typing, filing and general office duties. Assist employees/retirees with complaints and questions regarding health/dental/life insurance. Assist Safety Officer in recovery of restitution and subrogation activities. Conduct orientation meetings for new employees and exit meetings for retiring and resigning employees. Process active and retired payroll for health/dental/life insurance deductions. Maintain financial records and confidential files. Maintain data regarding any accidents regarding City property.

**8/86 - 12/86    CLERK III - HUMAN RESOURCES DEPARTMENT.** Type correspondence for Assistant Department Director and Personnel Officer. Handle all incoming telephone calls and assist individuals needing information. Prepare and distribute applications for prospective employees. Process employee leave slips.

**EDUCATION:**

Graduated from The University of West Florida; Bachelor's Degree in Business Administration - Management. Cum Laude; 1999.

Graduated from Pensacola Junior College. Received an Associates Degree in Business Administration; 1983. Graduated from William J. Woodham High School; 1981.

**SPECIAL PROFESSIONAL ACHIEVEMENTS:**

1990 – Present - Received GFOA Distinguished Budget Award for City of Pensacola Annual Budget (31 Consecutive Years.

2001 – Present - National Budget Reviewer for the Government Finance Officer's Association

2013 – Received Mayor's Outstanding Management Award for Excellent Management Abilities

**ORGANIZATIONS:**

- Active Member in National, Florida and Local Chapter of the Government Finance Officers' Association.
- Past President of the Panhandle Chapter of the Florida Government Finance Officers Association
- United Way of West Florida
  - 2010 – 2020 - Served on the Board of Directors
    - 2011 – 2013 – Co-Chair of the Community Investment Committee
    - 2013 – 2015 – Chair of the Community Investment Committee
    - 2015 – 2017 - Co-Chair of the Board of Directors
    - 2017 – 2019 – Chair of the Board of Directors
    - 2019 – 2020 – Immediate Past Chair of Board of Directors
- Nativity of Our Lord Catholic Church – Finance Council Chair – 2015 - 2019