

Aaron Vassalotti

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04/01/2025

Palm Beach County Recruiting Team

Dear Palm Beach County Recruiting Team:

I appreciate your organization taking the time to consider my application. Palm Beach County is a truly premier organization, comprised of an extremely talented staff and providing world-class services to South Florida. As someone born and raised in Palm Beach County, I strongly feel anyone should consider it an honor to serve the citizens and team members here.

I have excelled throughout my career in problem solving and relationship building, working collaboratively to lead teams, find creative solutions and negotiate the best outcomes. I take great pride in taking the time to create a vibrant vision and then bringing that vision into reality. The majority of my career has focused on bringing the best out of people through strong leadership and a heart to see those on my team flourish. Mostly all great accomplishments and successes are the result of strong leadership, clear vision and excellent teamwork. My career progression demonstrates the ability to take on complex assignments and bring them to successful outcomes. Whether it be leading a large, diverse team, creating improvement through an agency-wide initiative or carrying out the vision of a community project, there is a clear record of achievement and success.

Experience, vision, financial acumen and a positive, composed demeanor set me apart as an ideal candidate to lead your team and continue the excellent character of Palm Beach County. I am determined to bring the best out of those around me and cultivate strong relationships throughout the region.

I look forward to speaking with you further on this opportunity and believe great things are ahead.

Best Regards,

Aaron Vassalotti

Aaron Vassalotti, CPA, MBA

Dedicated, Trustworthy, Results Oriented Leader

Education and Certifications

Certified Public Accountant (CPA)

Florida State Board of Accountancy

Certified Government Finance Officer (CGFO)

Florida Government Finance Officers Association

Master's in Business Administration (MBA)

Florida Atlantic University – Boca Raton, FL

Bachelor's in Business Administration – Major in Finance

Florida Atlantic University – Boca Raton, FL

Experience

CITY OF WOODLAND PARK – WOODLAND PARK, CO

City Manager

2023-Present

Responsibilities include proactively leading the City to ensure efficient, fiscally responsible service delivery; serving as senior advisor to the City Council and implementing citywide policies adopted by Council; supporting City departments in efforts to innovate and improve customer experience; providing public information and community engagement through media and other creative outlets; developing and recommending policies that protect and optimize the City's fiscal position. Managerial oversight of the City Manager's Office, Finance, Clerk, Utilities, Public Works, Police, Parks and Recreation and Planning and Zoning.

Administrative Services Director/Interim City Manager

2023

Responsibilities include serving as the City Finance Director, Managerial oversight of Procurement, Grant Management, IT Services and Fleet Management. Develop policies and procedures to ensure compliance with GAAP, GASB Standards, Colorado and DOLA State Statutes, City Charter, FLSA and PCI Standards. Provide Leadership with Citywide Operations, Managerial Directives and Programs and Administrative Oversight as needed by the City Manager.

Finance Director

2021-2022

Responsibilities include managerial oversight of Budget Process, Accounting, General Ledger, Payroll, Fixed Assets, Internal Controls, Annual Financial Reporting, Financial Modeling, Operational Dashboards and Analysis, Procurement, Treasury Management, Debt Management, Sales Tax, Use Tax, Utility Billing and Collection, Merchant Services, Employee Retention and Compensation Policy. Oversee IT Services, IT Security and Asset Management, Help Desk and IT Project Management. Develop policies and procedures to ensure compliance with GAAP, GASB Standards, Colorado and DOLA State Statutes, City Charter, FLSA and PCI Standards.

PALM BEACH COUNTY SHERIFF'S OFFICE – WEST PALM BEACH, FL

Division Manager-Accounting (Interim)

2018-2019

Responsibilities include managerial oversight of Accounts Receivable, Accounts Payable, Payroll, Treasury Management, Cash Management, Fixed Assets, General Ledger, Annual Audit, Personnel Management, Project Management, Succession and Organizational Planning, Operational Dashboards and Analysis. Work closely with other departments to ensure compliance with GAAP, Accreditation Standards, GASB Standards, Florida State Statutes, PCI Standards and FLSA.

Project Manager overseeing a number of software solution implementations.

Note: Division Manager was on extended medical leave and was able to return to resume the position.

Accounting Manager-Revenue & Cash Management

2016-2021

Responsibilities include managerial oversight of Treasury Management, Cash Management (\$900M+), Revenues, Billing and Collections (125k+ Invoices), Bank Reconciliations, Banking Relationships, Unclaimed Property Reporting, Automation Efforts and Project Management, Alarm Permit Operations, Personnel Management, Succession and Organizational Planning, Operational Dashboards and Analysis. Work closely with other departments to ensure compliance with GAAP, Accreditation Standards, GASB Standards, Florida State Statutes and PCI Standards. Serve as Accounting Division Manager as needed.

Financial Analyst I & II

2013-2016

Responsibilities include: Bank Reconciliations, Account Reconciliation, Fund Reconciliation, Analyzing Monthly Banking Fees and Verifying Compliance with Master Banking Contract, Unclaimed Property Reporting, Performing Journal Entries, Entering Cash Receipts, Reconciling Grant Reimbursements and Disbursements, Verifying, Reconciling and Disbursing Funds Due to other Agencies and Individuals, Working with Customers to receive ACH Payments, Analyzing Processes and Recommending Process Improvements, Creating Desktop Procedures, Creating Reports and performing analysis in Excel, Customizing and Running Reports in Oracle Discoverer.

Accounting Specialist I & II

2009-2013

Responsibilities include: Reconciling Daily Deposits, Performing Journal Entries, Entering cash Receipts, Reconciling Grant Reimbursements and Disbursements, Completing Check Requisitions, Verifying and Reconciling Cash Bonds, Reviewing, Processing, and Reconciling Travel Vouchers, Entering Payment Batches, Creating Employee ACH Sites, Entering Employee and Supplier ACH information, Reconciling Monthly P-card Statements, Updating and Maintaining Sun Pass Account, Performing Audits on Assets, Creating Reports in Discoverer, Entering Data and Running Reports in Access.

Memberships

American Institute of Certified Public Accountants
Government Finance Officers Association
Florida Government Finance Officers Association
Colorado Government Finance Officers Association

Additional Information

I am a lifetime learner and am open to obtaining any certifications or training necessary to grow in our field and prepare for the future.