

Tammy D. Petrie

Experience

Feb 1988 – May 2015

Spotsylvania County Finance Department

Spotsylvania, VA

Director of Finance

- Responsible for management of County Finance Department including Accounting and Financial Reporting (general ledger, accounts payable, accounts receivable, payroll, fixed assets, insurance management), Budget, Procurement and Grants
- Staff of 15 full-time and 2 part-time employees including clerical, professional, and managerial
- Major job duties:
 - preparation and oversight of all County-wide financial policies
 - preparation of the County annual financial report and coordination of annual audit
 - preparation of the County Annual Operating Budget and Five-Year Capital Improvements Plan including public presentation to the Board of Supervisors for approval, management of the Budget, and preparation/presentation of quarterly financial reports to the Board
 - managed County debt issuances with Financial Advisors including preparation of all bond materials, site visits with ratings agencies, and payments
 - oversight of major County procurements including construction projects, major equipment purchases, and services contracts
 - management of Grants applications, receipts, and filing of required reports
- Worked regularly with County Administrator, County Department Directors, Constitutional Officers, School Finance Staff, Regional Agencies and Board of Supervisors
- Oversight of the department as it grew from a seven-member staff to current staffing above, including addition of procurement and grants management divisions during tenure

July 2007 – current

Waller's Baptist Church

Partlow, VA

Church Treasurer

- Maintain church financial records using QuickBooks
 - Prepare bi-weekly payroll for up to 4 staff members including deposit of Federal/State tax deposits and retirement program payments, year-end W-2s, 1099s and tax reporting
 - Receive weekly offerings, prepare and make bank deposits
 - Make payments to vendors/individuals as required and maintain appropriate documentation
 - Prepare monthly bank reconciliations and monthly financial statements, consolidate into quarterly Treasurer's Report for presentation to the congregation at Business Meetings
 - Prepare annual church Budget for presentation/approval by congregation
 - Submit all financial documentation and related reports to Church Administrative Assistance for storage at the end of each calendar year
 - Position is part-time basis, 8 to 10 hrs per week
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Sept 2017 - current

Spotsylvania County Finance Department

Spotsylvania, VA

Temporary Part-time Financial Analyst

- Assist Finance staff as needed during transition to new financial management system – duties have included preparation of Grant quarterly reimbursement requests and semi-annual reporting, preparation of Grants database, updating of Budget and Audit workpapers and reports, review of Accounting Bill List for posting on County internet site, update Water/Sewer Billing system for rate changes, update of Accounting procedures
- Work is sporadic as needed, typically 4 – 6 hours bi-weekly

Oct 1984 – Jan 1988

Stafford County Finance Department

Stafford, VA

Accounting Manager, Senior Accountant

- Responsible for management of County Accounting Department including Accounting and Financial Reporting (general ledger, accounts payable, payroll, fixed assets)
- Staff of 6 full-time including clerical and professional
- Major job duties:
 - preparation and oversight of County-wide accounting policies
 - preparation of the County annual financial report and coordination of annual audit
 - reconciliation of County financial records with County Treasurer records

Sept 1982 – Oct 1984

Peat, Marwick, Mitchell & Co, CPAs

Norfolk, VA

Senior and Staff Auditor

- Performed annual financial audits on various clients in the Tidewater region including:
 - Allied Marine Corporation
 - Western Branch Diesel
 - Norfolk Shipbuilding and Drydock
 - Giant Open Air Markets
 - City of Chesapeake, VA School Board
 - City of Portsmouth, VA

Education

Sept 1980 – Aug 1982

Virginia Tech

Blacksburg, VA

BS Finance, Pamplin College of Business

- Graduated cum laude; member Beta Alpha Psi, Accounting Honorary fraternity
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Aug 1978 – May 1980

Mary Washington College

Fredericksburg, VA

Mathematics major

- Internship at Naval Surface Weapons Center (NSWC), Dahlgren, VA; summers 1979 – 1981; assisted Department Head in computer programming for satellite data for development of naval weaponry

Personal

- Married for 26+ years, four children ages 34 (stepson), 26, 24 and 21
 - Member, Wallers Baptist Church, Choir member, Friendship Sunday School Class member, maintain Church website and sign, past Sunday School Teacher, past Vacation Bible School leader, past AWANA leader.
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