

APPOINTMENTS

Finance Committee

Natalie Riley

23 Conlyn Avenue
Franklin, MA 02038



The Finance Committee has recommended the appointment of Natalie Riley to serve as a member of the Finance Committee with a term to expire on June 30, 2023.

MOTION to ratify the appointment by the Town Administrator of Natalie Riley to serve as a member of the Finance Committee.

DATED: _____, 2020

VOTED:

UNANIMOUS: _____

A True Record Attest:

YES: _____ **NO:** _____

ABSTAIN: _____

ABSENT: _____

RECUSED: _____

Nancy Danello,
Temporary Town Clerk

Glenn Jones, Clerk
Franklin Town Council



Town of Franklin MA

355 East Central Street

Franklin, MA 02038

Phone: 508-520-4949

Volunteer Form

Good Government Starts with You!

Date Submitted: July 10, 2020

Name: Natalie Riley

Home Address: 23 Conlyn Avenue
Franklin, MA 02038

Mailing Address: 23 Conlyn Avenue
Franklin, MA 02038

Phone Number(s):

Email Address:

Current Occupation/Employer: Vice President of Finance and Operations, Topo Athletic LLC (athletic footwear company)

Narrative: I would be available for all committee meetings as well as any special meetings required. I have been in Accounting/Finance for my entire career (20 years) and have been in charge of budgeting for the last 3 companies I have worked with. I excel in understanding current policies and procedures and working with the team to offer insight and/or improvement opportunities. I have always been interested in getting involved in town government and view this as a great opportunity to learn more and contribute.

Board(s) / Committee(s): ___ Finance Committee

NATALIE A. RILEY, CPA

23 Conlyn Avenue
Franklin, MA 02038

HIGHLIGHTS OF QUALIFICATIONS

- Dynamic financial professional with over 15 years of experience in both the public and private sector
- Results-driven and highly organized with excellent analytical and quantitative skills
- Sound managerial skills with a focus on staff development
- Strong team skills with proven ability to work cross-departmentally

EXPERIENCE

*December 2012 –
Current*

TOPO ATHLETIC, LLC

Framingham, MA

Vice President of Finance and Operations

(Director of Finance and Operations 2012-2018)

- Manage and execute on all aspects of financial reporting, inventory management, logistics, human resources, and administration
- Initial member of start-up team that was heavily involved in all aspects of company setup including NetSuite implementation, website development, corporate registrations, and establishment of policies of procedures for all of Operations and Finance
- Prepare financial models and budgets to ensure cash management and prepare for future fundraising efforts – Company is consistently ahead of cash projections
- Report to bank and investors on a monthly and quarterly basis, ensuring compliance with covenants
- Analyze incoming and outgoing freight costs and work with vendors and forwarders to reduce costs
- Manage Senior Accountant, Inventory Manager and Customer Service team

*February 2011 –
December 2012*

VISION GOVERNMENT SOLUTIONS, INC.

Northborough, MA

Director of Finance / Treasurer

- Responsible for all aspects of company financial reporting, human resources, payroll, office management and contract management
- Ensured compliance with GAAP, with emphasis given to software revenue recognition
- Direct report to CEO and member of Company management team
- Responsible for monthly and quarterly reporting to lenders, including quarterly covenant compliance calculations
- Presented quarterly financial updates to board members
- Provided financial analyses to CEO to support new debt and investment transactions

*April 2006 –
February 2011*

GILLETTE STADIUM

Foxborough, MA

Assistant Controller / Manager of Financial Reporting and Budgeting – Finance

- Prepared quarterly and annual financial reports for consolidated and stand-alone external reporting requirements, including audited financial statements
- Managed compilation of departmental operating budgets and adjustments for annual consolidated operating budget and quarterly reforecast
- Distributed monthly financial results to operating departments and resolve issues as identified
- Participated in monthly close activities, including review of staff accountant
- Managed accounts payables process for eight Kraft Group entities

NATALIE A. RILEY, CPA

*July 2004 – April
2006*

GILLETTE STADIUM

Foxborough, MA

Quality Control Manager – Operations

- Responsible for the execution of an event day testing program that uses established metrics to rate the quality of operational aspects of an event. Areas tested include: security, parking, ticketing and food and beverage. Reports distributed directly to top management, including Company ownership.
- Hired and managed a seasonal staff of 15-20 people
- Work jointly with the Finance department to develop new reporting segments and monthly close requirements for the Operations department.

*August 2003 – July
2004*

GILLETTE STADIUM

Foxborough, MA

Special Projects Manager – Finance

- Responsible for the proper allocation of over \$80 million in deferred ticket revenue.
- Responsible for the accounting of over \$10 million in food and beverage revenue, which included developing new methods to properly account for overages and shortages.

*August 2000 – July
2003*

ERNST & YOUNG, LLP

Audit Associate

- Actively participated in audit engagements for public and private companies ranging in size from small start-up clients to a large public company with over \$2 billion in revenue. Industry experience includes manufacturing, retail, banking and hi-tech.
- Responsible for staffing audit engagements, coordinating with the client, assigning areas to the appropriate staff levels, and reviewing staff audit areas.
- Developed staff on day-to-day basis including training in audit techniques and accounting practices, providing performance evaluations and counseling.
- Researched and resolved technical accounting issues using firm and third party resources.

EDUCATION

UNIVERSITY OF MASSACHUSETTS, AMHERST

Bachelor of Business Administration, May 2000

GPA: 3.5 Overall, 4.0 Accounting

OTHER INFORMATION

- Strong MS Excel and MS Word skills
- Knowledgeable in MS PowerPoint and Access
- Experienced with NetSuite, MS Dynamics SL, MS Dynamics GP, FRx Reporting
- Avid runner and Crossfit athlete