

Lacee Smith

Payson, Utah 84651

**Payson City
Recorder's Office
Received 5-11-2022**

May 11, 2022

Kim Holindrake
City Recorder
439 West Utah Ave.
Payson, Utah 84651

Dear Kim,

I am writing to inform you of my interest in the City Council Vacancy for Payson City. I have also attached my professional resume along with this letter for your viewing.

I have been a resident of Payson City for 7 years, moving to Payson in 2015 as a divorced mom of twin girls. What drew me to Payson was the small town feel and welcoming community. In 2017 I remarried my current husband Kyle and welcomed a new baby the following year, my son Wyatt.

During these years I have grown to love Payson more and more each day. In 2018 we were faced with the possibility of moving to another town since we had outgrown our home at the time. After much consideration, we knew we wanted to keep calling Payson home and decided to build a home up on the East bench of Payson. I currently work full time as a Senior International Accountant at a Utah company called Younique. I also work part time as a Realtor, which I have been licensed for 10 years. In early 2020 I furthered my education and graduated from Western Governors University with a Master of Business Administration.

In my recent years I have grown tremendously in my love for the Payson community, government and the future of both. I have learned to thoroughly research subjects that pique my interest and able to look at both sides of a subject. I have opened my mind to being more willing to accept change and see reasons why some change can be good, even if at one time it may have been strongly opposed.

I have also been more willing and able to stand up for what I truly believe in. In early 2020 I had the opportunity to volunteer in helping to stop the proposed state tax reform. After many hours of research, it led me to understand the proposed bill thoroughly and helped me realize why I was strongly against it. I spent countless hours out collecting signatures from those who strongly opposed this new tax reform.

With my background in business and real estate I feel I would be a great fit for the city council. I understand that change is needed but also while respecting the preservation of the great community we have among us. Although I am aware, I may come less experienced than other applicants, my hope is that with my background, others can see that I am a determined person. I never stop fighting for what I see as right, no matter the challenges that may bring. I am thick skinned when needed but all while remaining compassionate. I have overcome a tremendous amount in my life personally and professionally. I finished my Bachelor of Science in Business

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Management when my twins were 2 years old. I started my MBA as a divorced mom working full time and finished up my Master of Business Administration with a newborn, while also still working full time. Looking at all I have accomplished I believe others can see that if I am determined, I will succeed in all I do.

Thank you for your time and consideration in my interest of the open position. I look forward to hearing from you.

Thank you,

Lacee Smith

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Education:

Western Governors University

MBA: Master of Business Administration

Graduated February 2020

Utah Valley University

Bachelor of Science Degree: Business Management

Graduated April 2012

Professional Experience:

Younique Products

Senior International Accountant

March 2022- Current

- Reconcile & adjust Cash-To-Sales for foreign subsidiaries
- Reconcile, analyze and post Presenter's commissions for all entities each month
- Prepare & review balance sheet reconciliations
- Provides analysis of preliminary financial statements as directed by Director of Accounting
- Prepare various journal entries in NetSuite
- Prepare entries related to foreign accruals
- Assist with internal and external audit requests
- Provides support for vendor setup
- Supports Accounting team in tasks such as cash reconciliation and application of payments to vendor accounts
- Liaison to 3rd party accounting partner on statutory filings
- Provides support for consolidated and statutory audits

Stratton and Bratt Landscapes, LLC

Assistant Controller

May 2021- April 2022

- AP Tasks: Invoice entry for overhead and job costs, review/post transactions, enter monthly credit card transactions, reconcile vendor statements
- AR Tasks: Prepare construction job billings, prepare service job billings, process incoming payments, assist in collection of past due accounts, manage all lien waivers for projects, submit progress payments to clients through various portals
- Complete journal entries as needed
- Work with project managers on project related costs
- Provide CEO weekly job income statements
- Create and maintain schedule of values for all jobs
- Process weekly payroll

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- Reconcile bank accounts, credit cards & loans monthly
- Manage petty cash
- Assist in preparation of monthly financial statements
- Properly set up new jobs and vendors; verify all required documents
- Update and maintain all employee benefits
- Handle all bookkeeping tasks for two separate entities owned by main company
- Prepare quarterly sales tax returns for separate entity
- Assist external accounting firm in finalizing year end processes
- Prepare yearly 1099 tax reports
- Maintain all standard operational procedures/ Created all accounting standard operational procedures when hired on

Royal Wholesale Electric/ CED

Division Subject Matter Expert

March 2015- May 2021

- Processed months end special pricing rebates for multiple locations
- Completed year-end inventory reconciliations for multiple locations
- Completed extensive monthly point of sale reports using Microsoft Excel
- Completed yearly manufacture audits
- Processed months end financial reports for multiple managers
- Supervised multiple administrative employees and oversee their month end accounting procedures and reports
- Assisted managers on yearly forecasting
- Maintained pricing files for multiple locations
- Ensured correct journal entries are completed each month end
- Worked as Implementation Manager alongside software developers on creation/maintenance of internal web-based client software
- Trained new subject matter experts and new division managers on operations/accounting procedures of CED
- Observed and audited 12 store inventories a year
- Negotiated & managed special pricing with vendors
- Negotiated special pricing division wide for overhead expenses
- Implemented new operations and trained division employees on changes
- Managed social media accounts, customer portals through salesforce & websites for 3 locations

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Royal Wholesale Electric/ CED

Accounting Manager

December 2012- March 2015

- Managed AP/AR for 5 locations
- Completed & reviewed monthly accounting reports for 5 locations
- Processed monthly overhead expenses for 5 locations
- Ensured all journal entries and cost adjustments were completed monthly
- Completed month end reconciliation for 5 locations for division
- Designed and implemented remote accounting process
- Processed freight claims
- Assisted in purchasing
- Maintained vendor files
- Maintained customer accounts
- Managed tax exemption certificates for company and customers
- Supervised administrative employees (2-4 at a time)
- Maintained all inventory write down and returns to manufactures for 2 locations
- Designed and implemented new operations in warehouse for inventory storage
- Designed and implemented new operations for accounting procedures

Skills:

- Microsoft 365 programs- Advanced in Word, Outlook, PowerPoint & Publisher
- Software: QuickBooks, Sage 100 Contractor, Salesforce & Service Auto Pilot
- Strong knowledge of IT hardware/network & various VPN software
- Microsoft Excel- Intermediate: Usage of Index Function, Pivots & VLOOKUP
- Construction/ Job Accounting
- Inventory Management/ Audits & Reconciliation
- Billing Portals: Procore, GCPay, Textura, Gallagher

Certification:

Certified Managerial Accountant (CMA)

December 2021

- Currently obtaining through Institute of Management Accountants

Licenses:

- Licensed Real Estate Agent

September 2011- Present