

CITY of Harrisburg

received
9-15-14

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City Treasurer

APPLICATION FORM

Name: Joseph M Gilpatrick
Address: Peffer St HBG PA 17102
How long have you resided at this address? 1 YR
Occupation: Income Maintenance Case Worker
Place of Employment & Address: 2432 N 7th St Dauphin Co Assistance Office
HARRISBURG PA 17102

How long have you been at your current place of employment? ALMOST 4 YRS

Telephone Number: 717 (w) 7 (c)

E Mail Address: j.gilpatrick@dauphinco.org

If you need more space to answer any of the questions below, please use additional paper and include the number of the question you are addressing. In addition, please attach a current resume to the completed application.

1. Why are you interested in serving as the City Treasurer?

I FIND IT ^{TO BE} A VERY INTERESTING POSITION. I HAVE ALWAYS BEEN A "PUBLIC SERVANT" AND WOULD LOVE TO SERVE THE CITY OF HARRISBURG TO MAKE IT A BETTER PLACE TO LIVE AND WORK.

2. In your opinion, what is the City Treasurer's primary function?

CITY TREASURER IS RESPONSIBLE TO PAY ALL BILLS/INVOICES, PAYROLL, AND INVEST THE CITY'S FUNDS ALL IN A TIMELY MANNER

3. Do you have a background in Accounting? If yes, please explain:

Yes I GRADUATED FROM BLOOMSBURG UNIVERSITY WITH A BUSINESS/ACCOUNTING DEGREE AND HAVE BEEN AN ACCOUNTANT AND A AUDITOR IN BOTH STATE AND THE FEDERAL GOVERNMENT.

4. Please describe your previous work experience with governmental entities (If Any).

I HAVE BEEN AN ACCOUNTING/AUDITOR AT THE NAVY DEPOT IN MECHANICSBURG FOR ALMOST 24 YRS # REVIEWING AND MAKING MANY MANY RECOMMENDATIONS TO IMPROVE OPERATIONS REVIEWING RULES, REGULATIONS AND FINANCIAL TRANSACTION

5. Please list your volunteer experience with community organizations (ex: youth organizations, professional organizations, church, boards etc.) and describe your role/type of service you provided in those organizations.

I CURRENTLY AM A LIONS CLUB MEMBER WHERE I HAVE ASSISTED PREPARING DINNER MEETING MEALS, WAS IN CHARGE OF A CAR RAFFEL COLLECTING TICKET SALES MONEY AND ACCOUNTING FOR THE TICKET SALES AND VOLUNTEERED AT THE WEEK LONG CARNIVAL I AM ALSO A MEMBER OF THE MONSONIC LODGE WHERE I HELP SERVE DURING THE SHIRNER'S CIRCUS.

6. Have you ever been employed by the City of Harrisburg? If so, please list position(s) you held and dates of employment.

Never

7. Do you now or have you ever had a business relationship with the City, involving the exchange of goods or services with the City? If so, please describe?

Never

8. Do you now or have you ever served on any City of Harrisburg Board, Authority, or Commission or in any other advisory capacity? If yes, please list the position and date(s) of service.

I HAVE NOT.

9. Have you ever been convicted of a felony or misdemeanor? Yes ___ No If you answered "Yes" to this question, you must provide the following information for each offense. Use additional sheets of paper if necessary.

Offense:

Date of offense:

City and State in which offense occurred:

Name of court having jurisdiction:

Disposition or sentence for offense:

Additional information:

10. Do you own any properties or businesses in the City? If yes, please list the names and addresses of each.

I RENT MY HOME AND DO NOT OWN ANY CITY PROPERTY

I verify that the statements made in this application are true and correct. I understand that any false statements herein are made subject to penalties of 18 PA.C.S. 4904, relating to unsworn falsification of authorities.

Signature Joseph M Gulpentnek Date 9/15/14

**** REQUIRED**** Attach your resume, include three references and please return the completed form to: **The Office of the City Clerk - 10 North 2nd Street (Suite One) Harrisburg, PA 17101**

Applications are due in the City Clerk's office no later than the close of business (5PM) on Monday, September 15, 2014. Please note that applications will only be accepted by the City Clerk Via Hard Copy.

RESUME OF

Joseph M. Gilpatrick
Boas Street
Harrisburg, PA 17102
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Objective: To obtain challenging employment, fully utilization both my management and sales skills, in order to be a powerful asset to a dynamite organization, such as yours.

Education: B S Accountant Degree Bloomsburg University
Life Insurance License

Qualifications: Coachable, honest, highly motivated, passionate, friendly, excellent time management skills, strong communication skills, (both verbally and written), problem solver, quick learner, ability to manage multiply projects and meet deadlines, proficient in Microsoft Office.

Employment History:

Commonwealth of PA Department of Public Welfare Jan 2011 to present

As an income maintenance case worker, I assist client's renewal/update their food stamps and medical assistance benefits. I begin by scheduling telephone interviews, sending out notices of their interview, as well as, necessary paperwork/application for the client to update all needed information. I then perform telephone interviews to verify all information submitted and answer any questions. I input all data into the CIS system, to determine their eligibility of benefits. I insert comments into their electronic file, as to how their case was processed and then copy all documentation/application into their electronic file. When all necessary information is not returned with their application, I need to send out additional copies of necessary forms. I need to know and apply many rules and regulations to determine clients' compliance with these rules.

Various School Districts

Jan. 2004 to Jan. 2011

I was a guest teacher and substituted for teachers and would perform their duties in their absence in numerous school districts at the elementary, middle school, and high school level. I would follow the regular teacher's lesson plan and maintain order in their classrooms, to ensure that the students have a productive class.

Resume of Joseph Gilpatrick
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Staff Accountant/Auditor: Department of the Navy Jan.1980-Oct.2003
Mechanicsburg, PA

Performed financial and compliance reviews of an internal control nature. Communicated to top management, and ultimately to the Commanding Officer, problems discovered and provided solutions to remedy the problem. During my 23-year career with the Navy, I was a supervisor; manager, motivator, and I had to "sell" my solutions to solve the problems found. I made recommendations and justified the labor and cost savings of hundreds of thousands of dollars while performing these reviews. Detailed automated payroll systems reviews were performed, as well as, fiscal controls of cash handling procedures, budgeting controls were examined and monitored for compliance, expenditures were reviewed for legitimacy, food and beverage controls were monitored, evaluated, and changes were recommended when not in compliance with standards and regulations, when necessary.

Staff Accountant/Auditor Commonwealth of Pennsylvania Feb.1977-Jan 1980
Harrisburg, PA

Performed financial and compliance reviews for the CETA jobs program. Reviews would examine expenditures to ensure they were necessary and that adequate documentation was available to support the expenses. Also reviewed was documentation to ensure that the participants enrolled were eligible for benefits.