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9-10-14 @ 4:12 PM

# CITY of Harrisburg

## City Treasurer

### APPLICATION FORM

Name:

TIMOTHY R. EAST

Address:

STATE ST HBG, PA 17103

How long have you resided at this address?

1 yr

Occupation:

CPA

Place of Employment & Address:

EAST FINANCIAL SERVICES  
1624 STATE ST  
HBG, PA 17103

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

4

Telephone Number:

E Mail Address:

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 WANT TO USE MY OVER TWENTY YEARS EXPERIENCE IN CORPORATE TREASURY, FINANCE AND ACCOUNTING TO ASSIST THE CITY IN REALIZING IT'S FINANCIAL OBJECTIVES.

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

PRIMARY FUNCTION IS THE COLLECTION AND SAFEKEEPING OF CITY REVENUES AND TO REVIEW AND SIGN OFF ON CHECKS DISBURSED FOR PAYROLL AND OTHER CITY GOODS AND SERVICES.

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

I HAVE SERVED IN VARIOUS ACCOUNTING AND FINANCIAL ROLES FOR DOMESTIC AND INTERNATIONAL CORPORATIONS.

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

I HAVE PERFORMED ACCOUNTING AND AUDIT WORK FOR THE CITY OF ATLANTA AND WASHINGTON, D.C.

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.

AUDIT COMMITTEE MEMBER - CITY OF HARRISBURG

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

I CURRENTLY SERVE ON THE CITY AUDIT COMMITTEE

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?

NONE

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.

NO

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.

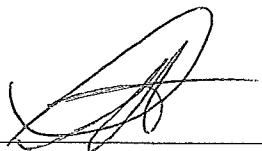
- Offense:
- Date of offense:
- City and State in which offense occurred:
- Name of court having jurisdiction:
- Disposition or sentence for offense:
- Additional information:

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

EAST FINANCIAL SERVICES  
STATE ST  
HBG, PA 17103

Property . . . LINDEN ST  
HBG, PA

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 

Date 9/10/14

**\*\* REQUIRED\*\* Attach your resume, include three references and please return the completed form to:  
The Office of the City Clerk - 10 North 2<sup>nd</sup> 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.**

# TIMOTHY R. EAST CIA, CMA, CPA

Linden St  
Harrisburg, PA 17103

**Summary:** *Over twenty years of diverse experience in financial reporting and analysis, capital budgeting and appropriations, internal auditing and risk management activities for both domestic and international operations*

## Experience

- 2010 – Present      **East Financial Services**      Harrisburg, PA  
Partner and Owner
- Perform monthly financial reporting for middle market companies, non-profit and public entities including month-end reporting, payroll processing and variance analysis
  - Prepare tax returns for individuals, partnerships and corporations
  - Create and implement accounting systems and establish internal controls for clients
  - Prepare business plans and analysis for client seeking venture capital or bank financing
  - Provide IRS representation for clients
- 2004 – 2010      **Internal Audit and Sarbanes Oxley Consultant** New York, NY
- Utilized COSO methodology to perform overall business risk assessment for internal audit and SOX engagements
  - Created or updated existing documentation for key business processes including preparing control documentation, flowcharts and templates
  - Evaluated the internal control design for each process and proposed internal control recommendations to correct any noted deficiencies
  - Created and performed testing procedures to ensure compliance with documented procedures
  - Communicated to senior management and the audit committee progress of remediation steps on identified internal control deficiencies
- 2003 – 2004      **United Nations Development Program**  
Financial Consultant      New York, NY
- Led conversion and data reconciliation efforts of chart of accounts to new PeopleSoft Enterprise Resource Planning System
  - Assessed and recommend internal control activities for new ERP system
  - Performed review of UNDP trust fund and annual financial statements
- 1999 – 2002      **KPMG LLP, Management Assurance Services (MAS)**  
2000 - 2002      Senior Manager      Atlanta, GA
- Managed and performed delivery of practice services including risk assessments, business process analysis and internal auditing for various Fortune 500 clients
  - Served as General Auditor for Fortune 500 clients developing audit plan and presenting audit results to senior management and the audit committee
  - Marketed MAS services to prospective domestic and international clients
- 1999 - 2000      Manager      New York, NY
- Selected to serve as subject matter expert for the MAS practice in the development of KPMG risk assessment software and KPMG Management Assurance Process Methodology (KMAP)
  - Developed and served as an instructor of courses for the deployment of KMAP and technology at the Assurance and Advisory Service Center
  - Performed competitive analysis of methodology and technology used by other Big 5 firms providing written assessment for practice wide review

1995 - 1999	<b>GM Investment Management Corporation</b> New York, NY <b>Manager, Risk Management and Internal Controls</b>
	<ul style="list-style-type: none"> <li>• Planned and performed internal audits of investment groups providing recommendations for stronger internal controls and risk management of investment activity including trading, portfolio management and accounting for plan investments</li> <li>• Developed and documented policy and procedures related to operational activities of pension funds</li> <li>• Participated in the management review of internally and externally managed investment portfolios including performing due diligence for the hiring of new investment managers</li> </ul>
1991 - 1995 1993 - 1995	<b>General Motors Corporation</b> Detroit, MI <b>Senior Internal Auditor</b>
	<ul style="list-style-type: none"> <li>• Planned and performed operational audit of various manufacturing divisions, functional departments and GM subsidiaries</li> <li>• Developed and modified audit programs to more effectively audit the treasury and pension activities of Electronic Data Systems (EDS), GM and international operations</li> <li>• Performed quarterly analysis of gross margins charged by EDS to GM for senior management review</li> </ul>
1991 - 1993	<b>International Product Program Analyst</b> <ul style="list-style-type: none"> <li>• Performed overall business case analysis including competitor analysis, vehicle pricing and expected demand, legal, environmental issues, projected investment cost and return for GM car programs/joint ventures in South America, Europe and the former Soviet Union</li> <li>• Reviewed and analyzed overseas capital appropriations ranging from \$10 million to \$200 million providing written and oral summary for senior management</li> <li>• Performed special studies analyzing financial and strategic ramifications of various investment proposals</li> </ul>
1985 - 1989 1987 - 1989	<b>Toronto Dominion Holdings, Inc.</b> Atlanta, GA <b>Assistant Treasurer</b> <ul style="list-style-type: none"> <li>• Prepared consolidated financial statements for \$2.5 billion holding company comprised of limited partnerships, venture capital and private placement investments</li> <li>• Prepared and maintained accounting records including gap analysis for commercial paper issued by bank</li> <li>• Analyzed and prepared business plans and investment valuation reports for holding company, investment subsidiary and nine real estate subsidiaries</li> </ul>
1985 - 1987	<b>Accounting Officer</b> <ul style="list-style-type: none"> <li>• Maintained \$750 million corporate and real estate loan portfolio</li> <li>• Designed and implemented letters of credit, interest rate swaps and commercial paper reporting programs</li> <li>• Cited by internal audit for improving financial reporting of loans and letters of credit portfolios</li> </ul>
Education	<b>University of Michigan</b> Ann Arbor, MI Graduate School of Business Administration Master of Business Administration, May 1991 <b>Morehouse College</b> Atlanta, GA Bachelor of Arts in Accounting, May 1985
	<b>Passed Level I CFA Exam</b>
	<b>Member Audit Committee – City of Harrisburg, PA</b>