

CITY of Harrisburg

received
9-15-14

6

City Treasurer

APPLICATION FORM

Name: TYRELL SPRADLEY, EA

Address: 1 ROYAL TERRACE HBG, PA 17103

How long have you resided at this address? 2 YEARS

Occupation: ACCOUNTANT 2

Place of Employment & Address:

ACCESS GROUP, INC.
10 NORTH HIGH STREET, SUITE 400
WEST CHESTER, PA 19380

How long have you been at your current place of employment? 16 months

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 am interested in serving the City of Harrisburg in the capacity of City Treasurer for a few reasons. To name three: I want to be a part of the team that gets my city back to a healthy managed debt. Present Innovation and solutions that lead to positive action at the government level. As well as, show businesses that Harrisburg is a great city with 1st class amenities where they should call home.

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

In my opinion, the City Treasurer's primary function is to receive and collect public funds such as taxes and disperse monies for accounts payable and Payroll.

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

Yes, I have a background in Accounting.

I have a B.S. in Accounting, magna cum laude, from Albright College.

I also have 17+ years of professional accounting experience in Banking, retail and non-profit environments.

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

Not Applicable. I do not have previous work experience with governmental entities.

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.

Previous volunteer experience consist of lawn care for church, Christmas for kids - purchase gifts for financial strain families

Will be presenting Tax workshops in the fall at Startup for small businesses.

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

No, I have not been employed by the City of Harrisburg.

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?

No, I do not now or previously had a business relationship with the City.

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, I have not ever served on any City of Harrisburg Board, Authority, or Commission or in any other advisory capacity.

9. Have you ever been convicted of a felony or misdemeanor? Yes ___ No X 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.

YES - HOME
ROYAL TERRACE
HARRISBURG, PA 17103

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 Sybil Spradley Date 9/14/2014

**** 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.

TYRELL A. SPRADLEY

Royal Terrace
Harrisburg, PA 17103

OBJECTIVE

Analytical accounting and tax professional with the ability to implement current/updated procedures and the aptitude too coordinate with internal/external clients to improve overall operations.

ACCOMPLISHMENTS

- Became a federally licensed tax practitioner – Enrolled Agent
- Created LLC accounting & tax business – Minotaur Services LLC
- Graduated Magna Cum Laude with a BS in Accounting

Professional Experience

Accountant 2

5/2013 to Present

Access Group, Inc., West Chester, PA (Non-Profit Company)

- Fixed Assets
- Daily company operating cash position report
- Reconciliations
- Journal Entries – Month end close process
- Tax returns: 990, 990-T, 1065 and K1's
- Pennsylvania Use Tax returns
- Unclaimed Property reporting

Staff Accountant

3/2010 to 5/2013

Foot Locker, Inc., Camp Hill, PA

- Compose department forecast
- Prepared fiscal year budget
- Prepare/submit IRS Form 941/941x
- Complete W-2c employee tax forms
- Gross up employee awards to account for withholding taxes
- Analyze company leases to verify percent rent calculations are applied correctly
- Evaluate sales for 1500+ stores and prepare monthly accruals where necessary
- Prepare and validate percent rent payments monthly
- Journal entries, general ledger reconciliations, month end close process

Owner

1/2011 to Present

Minotaur Services LLC, Harrisburg, PA

- Perform monthly accounting transactions for clients
- Compose/present financial reports to management
- Prepare and e-file individual and business tax returns
- Process Payroll and file Payroll taxes
- Research tax positions for clients. Provide tax planning and guidance

Accountant I
Metro Bank, Harrisburg, PA

3/2008 to 3/2010

- Formulated/administered daily management report on bank's financial position
- Analyzed bank financial position and setup overnight bank funding with Federal Home Loan Bank and the Federal Reserve
- Executed the booking and reporting of prepaid and fixed assets
- Fund vendor and bank checking accounts
- Composed executive's corporate card report
- Journal entries, general ledger reconciliations, month end close process

Accounts Payable
Commerce Bank (Name change to Metro Bank), Harrisburg, PA

1/2007 to 3/2008

- Procured, coded and keyed invoices in A/P system
- Paid vendors by check or EFT
- Assembled/processed company wide employee expense reimbursements
- Composed executive's corporate card report
- Generated/managed 1099-M tax reports/mailings
- Journal entries

EDUCATION

Albright College, PA
Bachelor of Science in Accounting, 2010, Magna Cum Laude

Harrisburg Area Community College, PA.
Associate of Arts degree(s) in Accounting and Business Administration, 2007

LICENSURE/CERTIFICATIONS

Enrolled Agent - IRS designation

PROFESSIONAL ASSOCIATIONS

National Association of Tax Professionals