



## **CITY OF FREEPORT**

125 Main Street E – PO Box 301 – Freeport, MN 56331 – 320-836-2112 – FAX 320-836-2116  
For TTY/TDD Users 1-800-627-3529 or 711 Minnesota Relay Service [www.freeportmn.org](http://www.freeportmn.org)

**June 22, 2015** - Special Meeting Agenda  
Freeport City Hall - 7:00 pm

### Call to Order

- I. Interview Joan Wall for Deputy Treasurer Position
- II. Adjourn – *Motion to adjourn...*

Next Meetings: June 30, 2015



**CITY OF FREEPORT**  
 125 East Main Street  
 P.O. Box 301  
 Freeport, MN 56331

Tel. 320-836-2112 Fax 320-836-2116

**APPLICATION FOR EMPLOYMENT**

An Equal Opportunity Employer

Position Applied For: Deputy Treasurer			Date of Application 5/18/15
Available to Work: <input checked="" type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Shift Work			
When would you be available? At least 2 weeks after being hired			
Last Name Wall, Joan Renee	First Name	Middle Name	<i>This box intentionally left blank.</i>
Home Phone: (320 ) 429-1589			Are you a United States citizen or legally eligible to work in the U.S.? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If hired, you will be required to provide documentation that you are eligible to work in the U.S.)
Work Phone: (612 ) 332-2400			
Email Address: jrkwall@gmail.com			
Address: 19 3rd Ave NW, Melrose, MN 56352			
Are you of legal age to work? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes verification will be required)			
Are you currently employed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
May we contact your present employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

**RECORD OF EDUCATION**

Education	School Name, City and State		Major Area of Study
High School	Rosholt High School, Rosholt, SD	Diploma <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No GED <input type="checkbox"/> Yes <input type="checkbox"/> No	
College	University of South Dakota Vermillion, SD	Degree Completed: <input type="checkbox"/> Associates <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Other <input type="checkbox"/> No degree _____ (# of years completed or credits earned)	Accounting
Technical or Certificate Programs		Indicate type of certificate earned.	
Summarize special skills/training not listed above: Microsoft Excel, Word, PowerPoint, Publisher, various accounting software, CPA (inactive)			

Current Employment Information		
Employer: Minnesota District Council of the Assemblies of God	Dates Employed: From <b>June 2013</b> To <b>present</b>	Job Title <b>Accounting Supervisor</b>
Address: <b>1315 Portland Avenue S, Minneapolis, MN 55404</b>		
Telephone: <b>(612) 332-2400</b>	Job Duties Manage Accounting and Human Resources departments, Process payroll, Closely monitor cash flow, investments, and long-term debt, Review and post all entries to the General Ledger, including four subsidiary ledgers, Review and issue monthly financial statements and cash reports for management, Coordinate budget development for 11 departments, Prepare schedules and worked with closely with auditors for annual audit, Oversee issuance of 1099 forms	
Pay Information		
Starting: <b>48,000</b>	Ending: <b>50,183</b>	
Reason for Leaving: no longer want to spend 3 days per week away from home		

Previous Employment Information		
Employer: Central Bible College	Dates Employed: From <b>March 2005</b> To <b>June 2013</b>	Job Title <b>Director for Accounting</b>
Address: <b>1111 N Glenstone Ave, Springfield, MO 65802</b>		
Telephone: <b>(417) 865-2811 ext. 8511</b>	Job Duties Managed Accounting dept with a total staff of 5 people performing: Accounts Payable, Accounts Receivable, Fixed Assets, General Ledger, Cashier, & Switchboard; Closely monitored cash flow, investments, & long-term debt; Reviewed & posted all entries to the GL, including 5 subsidiary ledgers; Reviewed & issued monthly financial stmts & trend schedules for mgmt; Coordinated budget development for 65 academic & operations depts; Prepared schedules & worked with closely with auditors for annual audit; Completed annual reports for 2 accrediting bodies, the Department of Education, & others; Member of core interdepartmental team to research & implement new campus-wide computer system; Member of Finance Workgroup tasked with making & implementing decisions to consolidate CBC with Evangel University & Assembly of God Theological Seminary	
Pay Information		
Starting: <b>31,200</b>	Ending: <b>44,800</b>	
Reason for Leaving: <b>Moved to Minnesota</b>		

Previous Employment Information		
Employer: Sanford Health System, Clinic Division	Dates Employed: From <b>July 2002</b> To <b>March 2005</b>	Job Title <b>Senior Accountant</b>
Address: <b>1305 W 18th Street, Sioux Falls, SD 57117</b>		
Telephone: <b>(605) 333-1000</b>	Job Duties Calculated physician production & compensation worksheets; Prepared monthly JEs & financial stmts, maintained fixed assets system; Oversaw reconciliation & payment of physician benefits packages; Prepared monthly financial stmts & statistics for mgmt; Assisted clinic managers & directors with questions; Prepared tax returns, Medicare cost report, & other surveys as assigned; Assisted with budget & audit processes; Completed special projects as assigned by Manager or Director	
Pay Information		
Starting: <b>40,000</b>	Ending: <b>42,840</b>	
Reason for Leaving: <b>Moved to Missouri</b>		

List professional registration, memberships, licenses and/or certificates related to the position you are applying for

CPA (inactive status)

**REFERENCES:** Please list three persons, who are not related to you or previous supervisors, who can provide professional references.

Name	Address	Phone #	Relationship/Occupation	Years Known
Joshua Martin	3441 5th Ave South, Minneapolis, MN 55407	(865) 300-2145	friend, former coworker/Director of Admissions	approx 7 yrs
Richard Farrell	1424 5th Ave S, South St Paul, MN 55075	(612) 965-3831	coworker/Accounting Assoc	2
Carol Lund	23682 727th Ave, Dassel, MN 55325	(612) 751-0148	coworker/Women's Ministry Director	2

**Claim for Veteran's Preference**

Complete this section ONLY if you are a veteran AND claiming veteran's preference. If you do not meet the eligibility requirements outlined below, do not complete this section. To use the preference you must complete this section AND supply a copy of your discharge papers (DD214 Form).

A **veteran**, for purpose of offering a preference, is a citizen of the United States or a resident alien separated under honorable conditions from any branch of the U.S. armed forces:

- After having served on active duty for 181 consecutive days; or
- By reason of disability incurred while serving on active duty; or
- Who has met the minimum active duty required as defined by CFR, Title 38, Section 3.12a; or
- Who has active military service certified under 38 U.S.C.A. Section 106, Part I, Chapter 1.

**Active Duty Information:**

Have your (or your disable spouse) served on active duty without interruption for 181 days or more?  Yes  No

Type of separation:  Honorable  Honorable release from active duty and transfer to reserves  Medical  Other

**For Disabled Veterans:**

Permanent  Yes  No Percent of Disability \_\_\_\_\_%

**For Spouses of Deceased Veterans:**

Have your remarried?  Yes  No

**Affidavit:**

I hereby claim veteran's preference for this position and certify that all of the information given is true, complete, and correct to the best of my knowledge.

I hereby authorized the Veteran's Administration to release information necessary to process this application to the City of Freeport.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**APPLICANT ACKNOWLEDGMENT AND AUTHORIZATION**

**PLEASE READ CAREFULLY BEFORE SIGNING.**

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents may be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that should an offer of employment be extended by the City of Freeport that such employment with the City of Freeport is at will, for no specified duration and may be terminated by either the City of Freeport or myself at any time, with or without cause. I understand that none of the documents, policies, procedures, actions, statements of the City of Freeport or its representatives used during the employment process is deemed a contract of employment, real or implied. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the City of Freeport. In consideration for employment with the City of Freeport, if employed, I agree to conform to the rules, regulations, policies and procedures of the City of Freeport at all times and understand that such obedience is a condition of employment.

I understand that if offered a position with the City of Freeport, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize and all schools, former employers, references, courts and any others who have information about me to provide such information to the City of Freeport and/or its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

**BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.**

*Joe R Wall*

Signature

5/18/15

Date

**THE CITY OF FREEPORT IS AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW.**

**IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION**

This application is to assist in the process of referring you for possible employment. Certain information requested on the application is private; that is, it may be released only to you or to agencies where you may be considered for employment (to comply with M.S. 13.43, Subd 2)

Private Data	Why We Ask For It	Are You Legally Obligated To Provide It?	What May Happen If You Don't Provide It
Social Security #	To distinguish you from other applicants and to make processing more efficient	No	Nothing. However, it will help to ensure that your records are not confused with others
Name	To distinguish you from all other applicants	Yes	Failure to provide information may be cause for rejecting an application

Address	To be able to send you notices	Yes	Failure to provide information may be cause for rejecting an application
Home Telephone	To be able to contact you to determine availability for interview and to notify you when we need you to work on short notice.	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notice.
Conviction Record	To determine whether we may legally accept an application from you and to determine whether your record may be a job related consideration	Yes	We will not be able to make determinations required by law. Failure to provide relevant conviction information may be grounds for dismissal.

May 14, 2015

City of Freeport  
125 Main Street E  
PO Box 301  
Freeport, MN 56331

Dear Sir or Madam:

Please find attached my resume which I am submitting for the Deputy Treasurer position.

I am very skilled in computer work, especially Microsoft Excel and several accounting software packages, including Oracle and Blackbaud ERP systems. My understanding of all aspects of accounting is very solid and I have worked in various industries, so I have been exposed to different ways of doing things. My position at Central Bible College included being part of the team to implement a new ERP system, so I am familiar with the rewards and challenges of such a project. I also have experience with major changes and with documenting policies and procedures.

My previous positions have required me to work effectively with people in all levels of the organization, from training and mentoring staff I am responsible for, to presenting and explaining financial information at the executive level. This has developed my communication skills and I am comfortable with speaking to people at various levels.

You will find that I am both detail oriented and easily approached by people. I am a good listener, thoughtful, and take appropriate time to consider all information before making decisions.

I appreciate the time you have taken to consider my resume and am eager to hear how I may be of service to you.

Thank you for your consideration.

Sincerely,



Joan R. Wall

# **JOAN R. WALL**

19 3<sup>rd</sup> Ave NW  
Melrose, MN 56352  
(320) 429-1589  
jrkwall@gmail.com

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## **EDUCATION**

University of South Dakota, Vermillion, SD. B.S. in Business Administration - Accounting. May 1995. GPA: 3.91.

CPA certificate issued by the South Dakota Board of Accountancy in 1996 (inactive status).

## **WORK EXPERIENCE**

**MN District Council of the Assemblies of God**, Minneapolis, MN  
**Accounting Supervisor**

June 2013-present

- Manage Accounting and Human Resources departments
- Process payroll
- Closely monitor cash flow, investments, and long-term debt
- Review and post all entries to the General Ledger, including four subsidiary ledgers
- Review and issue monthly financial statements and cash reports for management
- Coordinate budget development for 11 departments
- Prepare schedules and worked closely with auditors for annual audit
- Oversee issuance of 1099 forms

**Central Bible College**, Springfield, MO  
**Director for Accounting**

March 2005-June 2013

- Managed Accounting department with a total staff of 5 people performing: Accounts Payable, Accounts Receivable, Fixed Assets, General Ledger, Cashier, and Switchboard
- Closely monitored cash flow, investments, and long-term debt
- Reviewed and posted all entries to the General Ledger, including five subsidiary ledgers
- Reviewed and issued monthly financial statements and trend schedules for management
- Coordinated budget development for 65 academic and operations departments
- Prepared schedules and worked closely with auditors for annual audit
- Completed annual reports for two accrediting bodies, the Department of Education, and others
- Member of core interdepartmental team to research and implement new campus-wide computer system. Responsible for successful implementation of all financial modules.
- Member of Finance Workgroup tasked with making and implementing decisions to consolidate CBC with Evangel University and Assembly of God Theological Seminary

**Central Bible College**, Springfield, MO  
**Executive Director for Business and Finance**

Sept 2008-April 2010

- In addition to all duties listed under Accounting Director, managed Human Resources department with a total staff of 3 people performing the following functions: Payroll, Employee Benefits, Grievances, and other HR functions
- This was a short-term experimental position during a reorganization of the administration, and it was decided to go back to the original organizational structure



**Sanford Health System, Clinic Division**, Sioux Falls, SD

July 2002-March 2005

**Senior Accountant**

- Calculated physician production and compensation worksheets
- Prepared monthly journal entries and financial statements, maintained fixed assets system
- Oversaw reconciliation and payment of physician benefits packages
- Prepared monthly financial statements and statistics for management
- Assisted clinic managers and directors with questions regarding financial data
- Prepared tax returns, Medicare cost report, and other surveys as assigned
- Assisted with budget and audit processes
- Completed special projects as assigned by Manager or Director

**LodgeNet Entertainment, Inc.**, Sioux Falls, SD

December 1999-July 2002

**Senior Project Accountant**

- Processed complex project accounting transactions
- Calculated and posted adjustments, allocations, and closing entries to project accounting subsidiary ledger
- Balanced projects ledger to general ledger and coordinated month-end closing of projects, which included working with Purchasing and equipment installation departments
- Assisted with financial and managerial reporting and analysis
- Trained and reviewed the work of other accounting staff
- Participated in providing accounting department requirements and testing of upgrade to Oracle financial software

**LodgeNet Entertainment, Inc.**, Sioux Falls, SD

April 1996-December 1999

**Fixed Asset Accountant**

- Processed hundreds of fixed assets and inventory transactions per month
- Researched questionable equipment transactions, including phone and e-mail contact with technicians
- Balanced accounts and inventories at month end
- Responsible for majority of processing for fixed assets transactions in Canadian operations
- Participated in annual inventory of warehouse
- Promoted to Senior Project Accountant in December 1999

**Wells Heard Halse & Co.**, Rock Rapids, IA

May 1995-March 1996

**Staff Accountant**

- Recorded monthly accounting information for clients
- Compiled client financial statements
- Audited schools, cities, and for-profit businesses
- Prepared W-2s and 1099s

**OTHER ACTIVITIES**

- Implemented PowerChurch Plus software for Harvest Church, Freeport, MN
- Budget counseling volunteer for individuals and families at church
- Taught Dave Ramsey's Financial Peace University course multiple times in the last several years
- Volunteered as a horse handler with Therapeutic Riding of the Ozarks so kids with disabilities could ride horses
- Tutored individuals in Excel, Accounting, and math

References available upon request

*I have typed up the questions with Joan's summed up responses that were discussed in the initial interview with her, myself, and Kathleen. If you have any questions regarding the interview let me know. -Adri*

## Interview Questions with Responses

1. What is it about this position that attracted you to apply?
  - a. Doesn't like being away from home with current job. Has been thinking about going part time and this was her opportunity.
2. What accounting coursework have you had?
  - a. Completed a bachelor's degree in accounting so she had to complete all of her generals along with the core accounting classes and other general business classes.
3. What accounting work experience have you had in:
  - a. General ledger: at her current position she is strictly in charge of tracking and making the changes in the general ledger
  - b. Accounts receivable: not a big focus. Oversees the general ledger more.
  - c. Accounts payable: again, not a big focus
  - d. Payroll: She does the processing in her current position, but a third party does all of the reporting.
  - e. Tax accounting: Not much experience. Did some 1099 reporting at her first job.
4. Tell us about any experience you had working with investments that you had.
  - a. She has overseen the process of investing. The board made the decision and then she executed what they wanted.
5. Talk about your experiences with annual budgeting process and ongoing budget monitoring.
  - a. At Central Bible College she coordinated all of the departments' budgets.
6. Explain your experience with tax reporting/
  - a. Not a lot of experience as expressed above.
7. Talk about your experience with loss control/insurance area.
  - a. No experience in loss control. Has worked with insurance companies and plans.
8. Tell us about your experience with general finance analysis.
  - a. She has and does produce financial statements. Hasn't done much forecasting.
9. Discuss your experience in financial reporting.
  - a. Does EVERYTHING with general ledger. Drafts monthly financial statements.
10. Tell us about a situation regarding dealing with the public or customers that was difficult and how you handled it.
  - a. A lot of communication to solve the problem – make sure everyone was on the same page and understood. Always listening and never assuming.
11. Outline the software programs you are familiar with and the types of work you have completed utilizing them.

- a. Shelby; Oracle; Blackbod; AS400. She has had to learn many different accounting and is quick to learn.
12. How would you go about familiarizing yourself with this position if you were selected?
- a. Look at the past and see how things have been done (looking at financial reports and other reports in the accounting software). Then, once comfortable looking at to see what could be done better and suggesting those changes.
13. Discuss availability and willingness to attend night meetings.
- a. Would be available.
14. Since the hours are flexible, what would your ideal schedule look like?
- a. Hasn't thought too much about it, but open to different schedules.
15. Have you given thought to the advertised hiring range of \$14-\$17 per hour?
- a. Yes, thought it seemed a little low by how "robust" the job description is. I asked her what she thought a more appropriate range would be and she said \$18-\$20.
16. Overall, why you? What about you makes you uniquely qualified for this position?
- a. Has worked in many different environments and has acclimated to each of them. Has a wide variety of knowledge that is required for this position. Able to learn quickly. Lives close and is involved in the community.

**PRE-EMPLOYMENT INQUIRY GUIDE**  
**LEAGUE OF MINNESOTA CITIES**  
**HR Reference Manual – Hiring Chapter**

**Note:** This document is not meant to encompass all of the laws governing pre-employment inquiries. Police positions in particular are subject to different laws. Call your city attorney or the League with questions.

SUBJECT	YOU CANNOT ASK	YOU CAN ASK
<b>RACE OR COLOR</b>	<ul style="list-style-type: none"> <li>• What is your race?</li> <li>• Questions regarding color of hair, eyes, etc.</li> <li>• Are you a minority?</li> </ul>	<ul style="list-style-type: none"> <li>• NONE.</li> </ul>
<b>RELIGION OR CREED</b>	<ul style="list-style-type: none"> <li>• What is your religious affiliation?</li> <li>• What church do you go to?</li> <li>• What is the name of your pastor, minister, or rabbi?</li> <li>• What religious holiday do you observe?</li> </ul>	<ul style="list-style-type: none"> <li>• This position is required to work (days, times). Are you able to work that schedule?</li> </ul>
<b>SEX</b>  <b>MARITAL STATUS</b>  <b>PREGNANCY OR RELATED CONDITIONS</b>  <b>SEXUAL ORIENTATION</b>	<ul style="list-style-type: none"> <li>• What are your living arrangements?</li> <li>• What is your marital status?</li> <li>• How many children do you have?</li> <li>• Are you pregnant?</li> <li>• Does your spouse work for the city?</li> <li>• Do you plan to have children?</li> <li>• Who will care for your children when you travel?</li> <li>• Questions asking who to contact in case of an emergency (until after hire).</li> <li>• What does your spouse do?</li> </ul>	<ul style="list-style-type: none"> <li>• Other than your spouse, do you have any relatives working for the city?</li> </ul>
<b>CRIMINAL HISTORY</b>	<ul style="list-style-type: none"> <li>• Have you ever been arrested?</li> <li>• Have you ever been charged with a crime?</li> <li>• To what social organizations, clubs, and societies do you belong?</li> </ul>	<ul style="list-style-type: none"> <li>• For most positions, questions about criminal history can only be asked AFTER the applicant has been selected for an interview.</li> <li>• Remember - past convictions are not absolute bar to employment, you must consider relationship to the job and evidence of rehabilitation.</li> </ul>

<b>AGE</b>	<ul style="list-style-type: none"> <li>• What is your age / date of birth?</li> <li>• When did you graduate from high school?</li> <li>• Can you provide proof of your age?</li> <li>• Dates of military service?</li> <li>• How old are your children?</li> </ul>	<ul style="list-style-type: none"> <li>• Are you 18 years of age or older?</li> <li>• About military service on the Veteran's Preference application form.</li> </ul>
<b>HANDICAPS</b>  <b>DISABILITY</b>  <b>GENETICS</b>	<ul style="list-style-type: none"> <li>• Are you handicapped?</li> <li>• Do you have any disability conditions?</li> <li>• What is your workers compensation history?</li> <li>• What is your general health condition?</li> <li>• Have you ever been tested for AIDS?</li> <li>• Have you received disability insurance?</li> <li>• Do you smoke?</li> <li>• Are you under a doctor's care?</li> </ul>	<ul style="list-style-type: none"> <li>• Can you perform the essential functions of the position, with or without reasonable accommodations?</li> </ul>
<b>CITIZENSHIP OR NATIONAL ORIGIN</b>	<ul style="list-style-type: none"> <li>• Of what country are you a citizen?</li> <li>• When did you become a U.S. citizen?</li> <li>• Do you intend to become a U.S. citizen?</li> <li>• Where were you born?</li> <li>• Where did you learn to speak a foreign language?</li> </ul>	<ul style="list-style-type: none"> <li>• Are you authorized to work in the U.S.?</li> <li>• After employment, can you submit proof of U.S. citizenship, authorization to work in the U.S?</li> <li>• What languages do you speak fluently? (if job-related)</li> </ul>