

ESS

Electronic Services System – Coordinating Committee Meeting

Agenda

Special Web Conference Meeting

April 10, 2024

10:00 A.M. to 10:15 A.M.

- **Contracts and Agreements**
 - **ILR Staff Appointment - Approval**
- **Project Updates**
 - **ILR Cloud Migration – Firewall**
- **Adjourn - Next Regular Meeting May 15, 2024**

April 8, 2024

To: ESS Coordinating Committee

From: Phil Dunshee, ILR Project Manager

Re: Appointment of Samantha McMahon as Accounting Coordinator

We received a letter of resignation from Kay Kelleher on March 6, 2024. Her last full day of work was March 22, but we kept her on the payroll to work a few hours to help us get ready for the audit (the audit begins April 22). Kay was with us for one year. The ESS Finance Subcommittee and others were informed of the change at their meeting the next day.

Soon thereafter we posted the position on INDEED and started reviewing applications. More than 50 applications were received. Lisa Long and I collaborated on the review of the applications. Eight candidates were invited to an introductory interview via Zoom. Two candidates were invited to a face-to-face interview on April 2.

We believe Samantha McMahon is a good fit for this position. She has been offered and has accepted employment pending approval of the ESS Coordinating Committee. She would begin work on April 22, 2024. Compensation would be \$65,000.00 per year.

Action Requested: Approval of the appointment of Samantha McMahon to the position of Accounting Coordinator.

Samantha McMahon

Windsor Heights, Iowa mcmahonsamantha@outlook.com – 515.402.5395

WORK EXPERIENCE

Accounting Advisor

The Back Office – West Des Moines, IA – 2022-02—Current

Audit customers' QuickBooks and Sage accounts. Help reconcile and balance GL accounts. Assist in paying taxes, making deposits, and paying vendors. Provide accounting advice and teach small business owners, in accordance with GAAP. Provide support for integration software. Provide IT assistance with desktop applications and computer issues.

EFT Coordinator

Hy-Vee, Inc. - West Des Moines, IA -2007-05 – 2022-02

Kitchen Manager 2007-2011

Health Market Manager 2011-2012

Accounting Coordinator 2012-2015

Cash Accountability Auditor 2015-2017

EFT and Licensing Coordinator 2017-2022

I have been given the opportunity to be involved in many different positions, throughout my career with Hy-Vee. I have worked in management and accounting inside several of the stores around the metro and at the Corporate Office. I have audited the store's accounting procedures and I have 5 years of experience balancing the corporations main accounts and licensing the 600+ locations. I balanced multiple accounts inside the headquarters daily, monthly, and on a yearly basis. I ensured all EFT transactions were processed at store level, settled through various third-party networks, and compensated the stores. I worked with all locations in the 8 states Hy-Vee operates in, customers, and banks on a regular basis. I was an on call for stores with accounting issues, trained numerous employees, audited the EFT switch fees, balanced Blackhawk gift cards, inspected chargebacks, assisted with bank reconciliations, made journal entries, prepared general ledger reports, and sustained the database for the general ledger creating new accounts by coding.

I also have the knowledge and have been a licensing specialist, for Hy-Vee. Those duties included planning, creating, submitting, renewing, and preserving the licenses for all the locations and subsidiaries in the 8 states. I had to comply with each of the city, county, and states different rules and requirements to obtain and hold each license. This took strict organization and has greatly helped me in this field that values quality. To add, I have helped in the payroll department and the accounts receivable department, widening my experience.

Manger of Toys

Walmart - Marshalltown, IA

2006-05 - 2007-05

Managed the toy department at Walmart.

Checker/Stocker

Fareway – Marshalltown, IA

2002-2005

Ran cash registers and stocked product.

EDUCATION

Bachelor's in Accounting

AIB College of Business - Des Moines, IA

2010-05 - 2012-08

Associate in Accounting

DMACC - Des Moines, IA

2008-03 - 2010-05

Programs - Microsoft Office, Adobe, Peachtree/Sage, QuickBooks, Salesforce, and numerous Hy-Vee accounting programs.