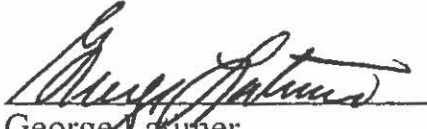


George Latimer
County Executive

WHEREAS, a vacancy exists in the membership of the Westchester County African American Advisory Board:

NOW, THEREFORE, I, George Latimer, County Executive of Westchester County, in accordance with the terms and provisions of the Westchester County Charter, appoint Phillip G. Morton, 2 Poplar Street, Elmsford, New York as a member of the Westchester County African American Advisory Board, for the term June 1, 2021 to December 31, 2022.

Given under my hand
and seal this 1st day
of June, 2021.



George Latimer
County Executive

Office of the County Executive

Michaelian Office Building
148 Martine Avenue
White Plains, New York 10601

Email: CE@westchestergov.com
Telephone: (914)995-2900

westchestergov.com



George Latimer
County Executive

June 1, 2021

Mr. Phillip Morton
2 Poplar Street
Elmsford, NY 10523

Dear Mr. Morton,

It is my pleasure to appoint you to serve as a member of the Westchester County African American Advisory Board, effective today, Tuesday, June 1, 2021, pursuant to the Laws of Westchester County §277.421. This appointment is for a term to expire on December 31, 2022.

Your appointment is subject to confirmation by the Westchester County Board of Legislators, but your service begins immediately. You must complete the attached Oath of Office and file it with the County Clerk prior to the next African American Advisory Board meeting, and provide this office with a copy within 30 days. Please contact Paula Friedman at (914) 995-2940 for the date, place, and time of the African American Advisory Board's upcoming meeting for your participation.

When you have filed your Oath of Office, a Resolution to confirm your appointment will be submitted to the County Board of Legislators. As part of the confirmation process, you may be called before the Board to be interviewed.

Pursuant to Local Law, as a member of a Westchester County Board and/or Commission, you are responsible for adhering to the requirements of our Code of Ethics, which includes the annual filing of a financial disclosure statement with the County Board of Ethics. A financial disclosure form is attached.

Warmest wishes for a successful tenure.

Very Truly Yours,

George Latimer
Westchester County Executive

GL/wm

cc: Honorable Board of Legislators
Joan McDonald, Director of Operations

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SUMMARY OF QUALIFICATIONS

- *Extensive experience encompasses budgeting, operations analysis and auditing.*
- *Experience in financial reporting (internal and governmental)*
- *Responsible for supervision and development of staff*

PROFESSIONAL HISTORY

HOPE'S DOOR, INC., Pleasantville, New York **2008 - Present**
Comptroller/CFO reporting to the Executive Director

- Provide fiscal leadership to staff and board as well as oversight of human resources processes.
- Secure reimbursements and grant payments from diverse government, corporate and foundation funding sources.
- Assure accurate and appropriately allocated payroll, accounts payable and receivable.
- Assist in administering flexible benefits plan.
- Prepare operating and program budgets.
- Assist in development of budgets and fiscal information for funding proposals.
- Prepare and assure timely submission of quarterly and annual financial reports – program specific and consolidated reports.
- Analyze and justify variances.
- Serve as liaison with funders and respond to their questions and concerns.
- Facilitate annual audit with CPA.
- Responsible for facilities management.

ABBOTT HOUSE, Irvington, New York **2005 - 2008**
Controller reporting to the CFO

- Train, evaluate and supervise payroll, accounts payable, cash receipts and reception staff.
- Responsibility for cash receipts controls and reporting.
- Prepare and/or approve all journal entries for input to the accounting system.
- Produce monthly and quarterly reports on a timely basis, including but not limited to, cash flow statements, general ledger analyses and revenue and expenses analyses.
- Oversee payroll functions, processes and systems.
- Oversee accurate and timely recording of all revenues, expenses, cash receipts and disbursements.
- In conjunction with the CFO manage transfer of funds between operating accounts.
- In conjunction with the CFO prepare annual operating budgets and actual-versus-budget variance analyses.

ABBOTT HOUSE, Irvington, New York **2001 - 2005**
Accounting Manager reporting to the CFO

- Review all data entered into child tracking system (EVOLV) and the general ledger.
- Oversee monthly billings with the proper Dept. of Social Services.
- In conjunction with the CFO and Controller prepare work papers for audits.
- Work with program staff to ensure accurate reporting of petty cash transactions.

ABBOTT HOUSE, Irvington, New York

1991 - 2001

Senior Staff Accountant reporting to the Accounting Manager

- Prepare daily bank deposits.
- Prepare journal entries for input to the accounting system.
- Prepare monthly bank statement reconciliations.
- Prepared monthly billings.

KAISER PERMANENTE, White Plains, New York

1988 - 1991

Senior Accountant reporting to the Accounting Manager

- Prepare monthly analyses and quarterly governmental financial reports.
- Prepare monthly closing journal entries.
- Update general ledger system and recommend new procedures when necessary.

CADILLAC FAIRVIEW SHOPPING CENTERS, White Plains, New York

1986 - 1988

Operations Accountant reporting to the Accounting Manager

- Determine proper allocations of operating expenses for two shopping centers.
- Calculate amounts recoverable from mall tenants.
- Prepare annual budgets and monthly variance analyses.
- Prepare monthly closing journal entries.

WALDENBOOKS, White Plains, New York

1983 - 1986

Financial Analyst reporting to the Accounting Manager

- Monitor occupancy costs through monthly analyses.
- Prepare annual budgets.
- Responsible for recording and forecasting depreciation expense.
- Supervise a staff of two whose duties included maintenance of fixed assets records.

COMPUTER SKILLS

Excel, FundEZ, MAS90, Excel, EVOLV, and Microsoft Word.

LICENSES: Notary Public

AFFILIATIONS: Tarrytown YMCA Board Treasurer

EDUCATION

FORDHAM UNIVERSITY , Bronx, New York

Graduate Certificate – Executive Education Training Program, Not for Profit Leadership - 2016

UNIVERSITY OF NEW HAVEN, West Haven, Connecticut

Bachelor of Science, Financial Accounting - 1981

Professional references provided upon request

