

CITY OF POLK CITY

Notice of Special Meeting
Polk City | City Council Meeting

April 2, 2015 | 4:30 pm
City Hall | Council Chambers

Tentative Meeting Agenda

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approve the hiring of Lindsay Huber as the Finance Officer at the pay grade of GS 12 step 3 \$65,385.00.
5. Adjournment –

Lindsey M. Huber
108 Maple Drive, Polk City, IA 50226
515-720-1893
hubers06@msn.com

PROFESSIONAL EXPERIENCE

Marsh & McLennan Companies, Urbandale, IA...2015-Present

Sr. Accounting Technician

- Prepare and review or approve journal entries, money moves, and administrative accounting reports.
- Prepare and analyze revenue and expense reports.
- Prepare variation and trend analysis for key general ledger accounts.
- Complete forecast and budget for year.
- Verifies and provides guidance to less experienced accountant positions.

Dickinson, Mackaman, Tyler and Hagen, P.C., Des Moines, IA...2014-2015

Legal Assistant

- Coordinating the preparation of cases by maintaining contact with people involved in the case.
- Scheduling depositions; preparing and forwarding summonses and subpoenas.
- Drafting complaints; preparing and filing discovery requests.
- Prepare responses to opposing counsel and generating status reports.
- Prepare case summaries and materials for mediation conferences, and pleading.
- Monitoring and obtaining discovery responses, and organizing materials for team case review and retention.
- Maintain case records by establishing and organizing files.
- Monitoring calendars to ensure meeting deadlines and documenting actions were prompt.
- Inputting information into file database and case management software, and confirming case status with other legal professionals (internal and external).

Bankers Trust Company, Des Moines, IA...2006 to 2014

Institutional Trust Services Team Lead Officer

2007-2014

- Provide leadership to other members of the team.
- Prepare all financial statements (quarterly and annual) for three Local Government Investment Pools (LGIPs).
- Prepare and provide all requested documents for external annual audits.
- Responsibilities include oversight of daily transactions (including journal entries) for inflows and outflows for multi-billion dollar investment pools.
- Prepare daily settlement for investment advisory vendor partner.

- Reconcile daily general ledgers for division.
- Primary Relationship Manager for all Public Funds clients and vendor partners.

Loan Operations Representative

2006-2007

- Primary role responsibilities included providing support to the Commercial Lending areas and their customers as it pertains to all aspects of commercial loans.
- Process payments and advances on all types of commercial loans, including participations bought and sold daily.
- Enter new loans and renewals daily.
- Process all maintenance pertaining to commercial loans.
- Process syndicated and SBA loans.
- Research any inquiries as they relate to the commercial loan area.
- Reconcile Bankers Trust General Ledger accounts.

Wells Fargo Home Mortgage, W. Des Moines, IA...2004-2006

Mortgage Loan Specialist/ Rate Lock Specialist

- Responsible for assisting Sales Manager Clients, Sales Representations, and Relationship Managers in resolving various issues pertaining to pricing and / or exception pricing.
- Coordinating and maintaining the exception pricing process with pricing groups, sales force and finance area; processing registrations and rate lock requests; applying penalties; determining the best pricing or program option.
- Handle incoming calls to the Price Desk regarding: Initial Rate Lock, Return to Float, Rate Extensions, Rate Extensions Charged to the Borrower; Loan Restructures, including turning pre-approvals live, updating ARM Index, General Pricing Questions.
- Responsible for the Pricing email boxes. Review changes requested by the Underwriter, HMC, MLS. DOCCTL changes and reply back to requestor when loan changes are complete.
- Maintain lock expiration report and notify HMC by email when their loan's rate is 6 days from expiration.
- Knowledge in LPS and Financial Markets.

Deere Community Credit Union, Ankeny, IA...2000-2004

Customer Service Representative

Responsibilities included

- Opening and closing branch office.
- Balancing the vault daily.
- Account management (Opening new accounts).
- Certificates of Deposit reconciliation (open and disbursement).

EDUCATION

Upper Iowa University

Bachelor of Science Degree in Accounting.....2012

Des Moines Area Community College

Business Administration Degree.....2006

References Available Upon Request.