

Betty Jean Grant  
Erie County Legislature  
92 Franklin Street, 4<sup>th</sup> Floor  
Buffalo, NY 14202

February 5, 2013

Dear Ms. Grant:

I am writing this letter to express interest in becoming a Commissioner for the Erie County Water Authority. Based on a blend of education, work experience, and life skills learned, I believe I would be an asset to the taxpayers of Erie County as a Commissioner with the Water Authority.

The following is a partial list of what I can offer:

Experience in grant accounting, budget preparation and financial analysis;

I have strong computer skills gained through both training and experience in a fast paced environment;

I am a hard working, organized, and team oriented person who enjoys taking on new responsibilities and challenges.

My resume is enclosed for your further review. I look forward to meeting with you to discuss the contributions I can make to the Erie County Water Authority as a Commissioner. Thank you for your time and interest.

Sincerely,



Jeffrey D. Brzyski

# Jeffrey D. Brzyski

## Objective

Seeking a position where my skills, education, training, and experience in personnel management, payroll, accounting, auditing, budgeting, supervision, organizational, managerial, & PC application skills will be fully utilized.

## Experience

7/2001–Present                      Erie County Personnel                      Buffalo, NY

### Chief Payroll Supervisor

- Work closely with the Director of Payroll, doing all that is necessary in getting our payroll out correctly every 2 weeks.
- Work with the payroll people in all county departments to make sure all county employees receive the correct paycheck every 2 weeks.
- Do all special projects which relate to personnel and payroll matters.

11/2000–7/2001                      Erie County Senior Services                      Buffalo, NY

### Accountant

- Maintained control of 270 clients' sub-accounts, which included deposits of pension, social security, and all other checks.
- Reviewed and made payment for all client expenses.
- Supervised 3 clerical positions.

11/1993–11/2000                      Erie County Dept. of Health                      Buffalo, NY

### Chief Account Clerk

- Administered 23 New York State grants to the Health Department.
- Work included A/R, A/P, personnel management, budgeting, contract compliance and anything else which affected my 23 grants.

07/1989–12/1992                      Erie County Comptrollers                      Buffalo, NY

### Assistant Auditor

- Responsibilities included planning, administering, and conducting financial and operational audits for outside agencies and county departments.
- Worked with Deloitte & Touche on loan during the year end audits of Erie County in the years 1989, 1990, 1991 & 1992.

## Education

1981–1984                      Canisius College                      Buffalo, NY

B.S. Business Administration & Management

1985–1986                      Bryant & Stratton                      Williamsville, NY

A.S. Accounting

**Hobbies**

Gardening, Bicycling, Golf

**References**

Furnished upon request.