Betty Jean Grant
Chair, Erie County Legislature
92 Franklin Street
Buffalo, NY 14202

November 12, 2013

Dear Ms. Grant:

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

I can offer:

Experience in grant accounting, public administration, 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

293 Wheeler Street
Tonawanda, New York 14150

(716) 694-8852

Jeffrey D. Brzyski

Objective

Seeking a position where my skills, education, training, and experience in administration, 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, which included public health grants, to the Health Department.
- Work included A/R, A/P, personnel management, budgeting, contract compliance, planning, analysis 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.