

Richard C. Pawarski, PhD
Certified Public Accountant, Certified Fraud Examiner and Attorney
1351 Stolle Rd. Elma, NY 14059

R+F

November 19, 2011

Hon. Len Lenihan
Erie County Democratic Chairman
295 Main St., Suite # 115
Buffalo, NY 14203-2401

Dear Mr. Chairman:

Sincerest congratulation on your November election wins.

I am interested in the Comptroller position of Erie County and would greatly appreciate the opportunity to meet. You will find enclosed my resume.

I have both the credentials and work experience to be a very fine Comptroller. I am a certified public accountant with a strong background in accounting, auditing, budgeting, finance, and tax matters. I hold a master's degree in financial and managerial accounting and a bachelor's degree in accounting with a minor in finance. I have almost ten years of municipal financial experience, served as Deputy Comptroller for the City of Buffalo, and five years of progressive public accounting experience. I also have extensive fraud detection and prevention experience. I am a certified fraud examiner. Further, I have a PhD in management business administration with strong skills in doing complex research and quantitative analysis.

In addition to being a CPA and CFE, I am an attorney. I have over fifteen years of legal experience in handling all kinds of legal matters. I have worked as an assistant county attorney for Erie County and I am totally familiar with New York State's finance laws as they pertain to the County's fiscal matters.

I have excellent communications (verbal and written) and interpersonal skills. My leadership skills are superb. I am computer literate in all Microsoft software applications and MUNIS.

I will call democratic headquarters next week to arrange an appointment.

Respectfully,



Richard Pawarski
Enclosure

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Richard Pawarski

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Professional Achievements

- Attorney, admitted 1987
- Certified Public Accountant, licensed 1986
- Certified Fraud Examiner, certified 1998
- Awarded key to the City of Buffalo for outstanding service
- Member of Delta Mu Delta

Professional Experience

Date: 1/08 – Currently

Erie Community College
City and South Campus
Buffalo, New York
Assistant Professor

Teach office management and administration, and building management courses.

Date: 6/06 – Currently

Richard Pawarski
Elma, New York

Self-employed providing consulting services.

Date: 9/06 – 1/10

Bryant & Stratton
Southtowns & Online Campus
Orchard Park, New York
Instructor

Taught accounting, business, computer, criminal, and paralegal courses.

Date: 1/09 – 5/09

Daemen College
Amherst, New York
Assistant Professor

Taught accounting course.

Date: 1/00 – 5/06

County of Erie
Buffalo, New York
Assistant County Attorney

Handled employment related matters. Represented the County in grievances, arbitration and civil matters.

Date: 6/91 – 1/00

City of Buffalo
Buffalo, New York
Deputy City Comptroller

Superintended the fiscal affairs of the City of Buffalo, a multi-million dollar corporation providing strong fiscal leadership and direction to city officials, departments and agencies. Oversaw the preparation of the City's comprehensive annual financial reports, the City's annual budget, and bond prospectuses. Supervised a staff of over 70 employees. Coordinated and implemented information technology, issuance of all debt for the City, multi-year strategic plans, and short and long range forecast projections.

- Coordinated and assisted in the installation and maintenance of vendor purchased computer equipment and software.
- Supervised and assisted in the auditing function, the accounting function, the accounts payable function, the data processing function, the payroll function, and the risk management function.
- Approved audit assignments, audit plans and procedures, and reportable findings.
- Improved the quality of audits by implementing performance and risk assessment auditing.
- Computerized and centralized the city's payroll system which serviced 15 bargaining units and 7,500 employees.
- Implemented payroll direct depositing.
- Centralized the city's accounts payable and purchasing system and instituted commodity codes for all purchases. Also, implemented debit purchasing cards.
- Consolidated city departments and created a water authority and garbage user district.
- Implemented a document imaging system.
- Established a telecommunication department, a homeland security department and a human resource department.
- Implemented the use of credit cards as a mode of payment.
- Spearheaded the drive to have the City become an ISP, and make public records accessible and retrievable through the internet and make payment for services through the internet.
- Spearheaded the drive to digitize all property located within the City limits.
- Pioneered for regionalizing city and county services.
- Uncovered waste, fraud and abuse of services and assets.

Date: 11/88 – 5/91

County of Erie
Buffalo, New York
Assistant District Attorney

Prosecuted adults who committed misdemeanors and felony crimes.

Date: 2/87 – 11/88

Hyatt Legal Services
West Seneca, New York
General Attorney

Handled all types of civil and criminal cases.

Date: 6/86 – 2/87

Goldome FSB
Buffalo, New York
Law Clerk

Prepared legal contracts and agreements.

Date: 12/82 – 8/83

Buccieri & Buccieri, P.C.
East Aurora, New York
Manager

Arranged audit engagements, assigned audit staff, monitored progress and completion of audits, reviewed work papers and financial statements and tax returns and prepared bills.

Date: 9/78 – 12/82

Lucker, Kennedy & Felmeden
Buffalo, New York
Supervisor

Started in an entry-level position and promoted to a supervisory position. Supervised audit engagements of publicly held corporations, not-for-profits, unions, and colleges, reviewed work papers, financial statements and tax returns.

Education

- Northcentral University
Summa Cum Laude (4.0)
PhD Business Administration in Management (8/10)
- Keller Graduate School of Management of DeVry University
Summa Cum Laude (4.0)
Masters in Financial and Accounting Management (12/05)
- State University of New York at Buffalo
School of Law
Juris Doctor (5/86)
- Canisius College
Bachelor of Science in Accounting with minor in Finance (5/78)