

# Evelyn H. Bruce, CPA

## Vice President – Quality Assurance



### Qualification:

- ◆ Over 13 years experience in accounting, reporting and establishing internal controls for complex operations of large enterprise departments of the City and County of San Francisco.
- ◆ Thoroughly understands generally accepted accounting principles, and their relationship to governmental budgetary accounting.
- ◆ Strong working knowledge of FTA, Caltrans and MTC regulations, including but not limited to National Transit Database, Circular A-87 and Circular A-133 compliance and reporting requirements.
- ◆ Progressive leader with excellent technical, people, organizational and managerial skills able to collaborate and build consensus effectively with City staff, external auditors and consultants.
- ◆ Result-driven individual with high-level of personal integrity and professional ethics.
- ◆ Innovative project management skills and experience in timely, cost-effective and successful financial and related system implementations, conversions and integrations.

### Experience:

**1994-2002**

**San Francisco Municipal Railway (MUNI)**

**Financial Reporting & Systems Manager**

**San Francisco, California**

- Provided solution-oriented leadership and clear direction to 17 professional accounting and financial administrative analysts.
- Managed timely preparation of interim financial reports, including monthly budget to actual & projected revenue and expenditures for over \$450 million in annual operating budget with approximately 4,400 employees; quarterly capital grants status reports for over \$600 million in capital grants for MUNI.
- Prepared annual financial statements and Annual Reporting Package (ARP) for the City and County of San Francisco's (CCSF) Comprehensive Annual Financial Report (CAFR), including early implementation of GASB 34 - New Reporting Model.
- Coordinated all external financial and compliance audits as required by CCSF Controller's Office and various regulatory agencies such as Federal Transit Administration (FTA), Metropolitan Transportation Commission (MTC), California Department of Transportation (Caltrans), and San Francisco County Transportation Authority (SFCTA).
- Managed timely completion of annual general claims and workers' compensation actuarial studies under GASB 10 and A-87 Cost Allocation Plan by outside consultants.
- Implemented and monitored sound fiscal policies, accounting procedures and internal controls to ensure full accountability and adherence to generally accepted accounting principles (GAAP), Governmental Accounting Standard Board (GASB), CCSF administrative codes and various grantors' requirements.
- Managed complex conversion and implementation of various mainframe financial and other related reporting systems, enhancements, and integrations, including conversion of MUNI legacy systems to Time & Entry Scheduling System (TESS), Online Financial Accounting Management Information System (FAMIS), Advanced Purchasing Control System (ADPICS), Labor Distribution System (LDS), Fixed Assets Accounting & Control System (FAACS) and Web-version of Executive Information System (EIS) reporting modules.
- Developed and implemented fixed assets management policies and procedures, including efficient biennial physical inventory of over \$1.5 billion in grant-funded net assets, in accordance with OMB Circular A-87.

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**Experience (Continued):**

**1992–1994** **San Francisco Public Utilities Commission (SFPUC)**  
**Director of Enterprise Accounting** **San Francisco, California**

- Managed 20 professional accounting staff handling all fiscal and reporting responsibilities for San Francisco Municipal Railway (MUNI), San Francisco Water Department (SFWD) and Hetch Hetchy Water & Power Department (HHWP) as well as the 24/7 operation of MUNI Revenue & Collections Unit with 66 revenue staff handling over \$95 million of annual fare revenues.
- Ensured SFPUC strict adherence to all grant agreements, bond indentures, suburban agreements and other compliance related requirements for all fiscal activities, capital and operating grant administration for MUNI, SFWD and HHWP.
- Coordinated timely completion of the annual audited financial reports, ARP and State Controller’s reports for MUNI, SFWD and HHWP; MUNI single audit, National Transit Database (NTD), FTA & MTC reports; and the audited annual SFWD Suburban Revenue Rate Agreement Requirements reports.
- Managed automation and system integration of all manually prepared revenue billings, fixed assets, Suburban Revenue Rate Model, and other financial reports for MUNI, SFWD and HHWP.

**1985–1992** **Bruce Accountancy Corporation**  
**President/CPA** **San Jose, California**

- Provided computerized financial and management accounting services and acted as fiscal agent for various large condominium associations, Housing Urban Development (HUD) multifamily housing projects and other small businesses in South Bay Area. Duties as fiscal agent included:
  - ♦ Maintenance of accounting and other related financial records; administration of billings and collections, issuance of payroll checks and preparation of all required payroll reports, sales tax returns, etc.
  - ♦ Worked closely with the management and Board of Directors in monitoring operating and capital projects expenditures, as well as ensuring revenue availability.
  - ♦ Preparation of monthly financial statements and supplementary schedules, annual corporate tax returns, operating budgets, and other financial forecasting and projections; and acted as liaison to external auditors in conjunction with annual audits.
- Other type of services rendered: Compilation, review or audit of annual financial statements; preparation of individual, partnership and corporate tax returns; and other management advisory services for various small businesses in San Jose and the San Francisco Bay Area.

**1983–1986 Controller** **First Charter Properties, Inc. - San Jose, California**  
**1979–1983 Senior Auditor** **Hood and Strong, CPAs - San Francisco, California**  
**1978–1979 Controller** **Communimark, Inc. & Avenel Import, Inc. - Mill Valley, California**  
**1977–1978 Auditor** **Hood and Strong, CPAs - San Francisco, California**  
**1974–1977 Accountant** **SF Public Utilities Commission - San Francisco, California**

**Education:**

**1982** Licensed as Certified Public Accountant in State of California - Active Status  
**1976** Passed all parts of the Uniform CPA Board Exam on first attempt  
**1973** University of the East – Manila, Philippines

- Bachelor of Science in Business Administration – Major in Accounting
- Graduated Cum Laude

**Affiliation:**

- Member – Government Finance Officers Association of the United States and Canada (GFOA)
- Executive Regional Director – National Alliance to Nurture the Aged and the Youth, SF Bay Area Chapter (NANAY)