

**JAMES H. MONAGLE**

17 Greenough Avenue  
Cambridge, MA 02139  
(617)354-5940

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**EXPERIENCE:**

*Mar 1997-*      **City of Cambridge, Cambridge, MA,**  
*Present*        *Assistant Finance Director*

Manage the day to day operations of the Finance Department's revenue collection, payroll and cash management divisions. Assist with policy and goal setting for the City's Finance Department. Provide leadership and act as resource to the Revenue Manager and Payroll Manager. Established annual work plans for divisions in conjunction with Revenue Manager and Payroll Manager. Act as liaison between Finance Department and Management Information System (MIS) for system development. Review and evaluate requests to MIS for system changes. Administer bank contract and resolve any problems that arise between City and bank. Prepare RFP's for banking bid every three years, analyze bid, oversee conversion to new bank if necessary. Analyze cash position, prepare cash flow analysis. Determine what available funds should be invested. Invest funds in a manner that adheres to the department's investment policy. Review and update department's investment policy as needed and in accordance with any applicable state laws. Approve all bank transfers, monitor trust fund expenditures and receipts. Coordinate annual independent audit and oversee preparation of the City's Comprehensive Annual Financial Report. Supervise preparation of quarterly tax returns, quarterly cash reports and annual cash reports. Resolve payroll tax issues with I.R.S. and State Department of Revenue. Insure that all debt service payments are made on a timely basis. Supervise maintenance of fixed asset database and preparation of annual report of financial statements. Prepare Finance Department's annual budget. Assist Assistant City Manager for Fiscal Affairs with special projects. Prepare various Finance Departments yearly budget for expenses.

**Project Manager for City's Financial System**

The duties include preparing a request for proposal, evaluating each response, assist and coordinating interviews and product demonstrations of each bidder. Upon selection of a new financial software system, evaluated and selected, with the assistance of a Steering Committee, a third party to implement the new system. During implementation responsible for selecting City personnel to assist in the project, ensure proper hardware and software is available and provide logistical solutions for all participants to work.

**Current Status:** The City has successfully implemented Payroll, Human Resource, Accounts Payable, Purchasing and General Ledger modules. At this time the City is upgrading some of the modules. Other additional modules for the financial system are being evaluated for need and scheduling.

*Jan 1997 to  
Mar 1997*

**Sheraton Tara Hotel, The Flatley Company, , Braintree, MA**  
*Controller*

Three hundred and seventy six room full service union hotel. Yearly revenues projected for 1997 was expected to exceed \$18 million. Coordinate all financial activities in the hotel. Implement and monitor effective controls and procedures. Prepare accurate financial statements and analyses monthly. Provide financial advice and input on key financial decisions. Maintain and balance all balance sheet accounts. Manage accounting, purchasing and night audit staff. Responsible for accounts receivable, accounts payable, payroll and purchasing. Prepare budget for the next fiscal year. Report to the General Manager and the Regional Controller.

*May 1996 to  
Jan 1997*

**The Flatley Company, Braintree, MA**  
*Corporate Director of Human Resources*

Maintained and developed policies and procedures for Human Resource Directors in each of the 15 hotels owned and operated by The Flatley Company. Developed, implemented and managed compensation and benefit plans to support the strategies of the organization. Designed and implemented new pay rate structure for all positions in each hotel to meet the challenges of a shrinking work force. Coordinated new management training programs to assist in the growth and promotion of current personnel. Responsible for all legal issues and directed the flow of information within the organization and to outside sources. Coordinated various special projects for each hotel. Utilized my experience and skills in accounting and finance to introduce analytical concepts and direction for Human Resource Directors to be more effective in their hotel. Reported to the Senior Vice President.

*July 1995 to  
May 1996*

**Tara Ferncroft Conference Resort, The Flatley Company, Danvers, MA.**  
*Controller*

Three hundred and sixty seven room full service golf resort and hotel complex. Yearly revenue for 1995 were \$15 million. Performed same duties described in the controllership of Braintree. Named Tara Manager of the Quarter December 1995.

*Jan 1995 to  
July 1995*

**The Flatley Company, Braintree, MA.**  
*Rooms Pricing Analysis*

A position created to assist the Director of Rooms Pricing develop polices and procedures to effectively maximize room revenues. Implemented various spreadsheets to track and analyze room pricing strategies. This information was utilized to determine if any pricing changes were needed. Prepared monthly side by side comparison reports for fifteen hotels for the hotel division planning book. Also assisted in the development of a Rooms Pricing Manual and software for the Managers of Rooms Pricing at each hotel to use to perform their duties according to company standards.

*June 1994 to  
Jan 1995*     **The Charles Hotel, Cambridge, MA**  
*Controller - Fast Track*

Two hundred and ninety six room upscale full service hotel. Revenues for 1994 were \$20 million. Performed the same duties described in the controllership of Danvers. Additional duties included balancing various bank statements for capital, operational and payroll accounts. The position of Controller Fast Track was a program that identified individuals which Interstate Hotels recognized could be trained quickly and relocate to other hotels as a controller. Reported to Hotel and Regional Controller

*May 1993 to  
June 1994*     **Sheraton Tara Hotel, The Flatley Company, Braintree MA.**  
*Controller*

Three hundred and seventy six room full service union hotel. Yearly revenues in 1993 were \$15 million. Performed same duties described in the controllership of Braintree.

*July 1992 to  
May 1993*     **Sheraton Tara Hotel, The Flatley Company, Nashua, NH**  
*Controller*

Two hundred and twenty nine room full service hotel. Revenues in 1992 were \$11 million. Performed same duties described in the controllership of Braintree.

*Mar 1991 to  
July 1992*     **Colonial Hilton & Resort, The Flatley Company, Wakefield, MA**

*Business Manager*

Developed marketing strategies resulting in exceeding budget profit by \$65k in 1991. Organized and enforced cash and credit procedures. Established competitive marketing/pricing program for Country Club.

*July 1990 to  
Mar 1991*     **Sheraton Tara Bedford, The Flatley Company, Bedford, NH**  
*Controller*

One hundred and ninety room full service hotel. Revenues for 1991 were \$9 million. Performed same duties described in the controllership of Braintree.

*Sept 1989 to  
July 1990*     **Sheraton Tara Nashua, The Flatley Company, Nashua, NH**  
*Assistant Controller*

Assisted in responsibilities for all areas of accounting operations, including audit, inventory tracking, reconciliation of accounts payable and receivables, and payroll. Named Tara Manager of the Quarter.

*Mar 1989 to  
Sept 1989*     **Radisson Tara Stamford, The Flatley Company, Stamford, CT**  
*Assistant Controller*

Reduced outstanding receivables in excess of \$1.5 million prior to the acquisition of the property. Assisted in the responsibilities for all accounting areas of operations. Participated in the organization, development and implementation of The Flatley Company's policies and procedures for this new hotel.

*Jan 1988 to  
Mar 1989*     **The Flatley Company, Braintree, MA**  
*Corporate Director of Marketing & Accounting - Tara Clubs*

Developed marketing strategies and collateral pieces for advertising campaigns to increase membership. Implemented electronic fund transfers for payment of monthly dues. Prepared marketing and business plans specifically designed for each club.

*1983 to 1985*     **Telelogic Inc., Cambridge, MA**  
*Statistical Analyst*

Identified and resolved work production problems through performance analysis. Coordinated information and record keeping for production and testing.

*1980 to 1988*     **New Garden Corporation, Boston, MA**  
*Supervisor of Ushers*

Scheduled ushers and security personnel for each event. Monitored crowd control procedures. Represented management to resolve union conflicts.

*1981-1983*     **Department of Defense, Boston, MA**  
*Production Specialist*

Ensured effective progress and delivery schedules for contractors. Evaluated industrial capabilities for quality control.

*1970 - 1980*     **New Garden Corporation, Boston, MA**  
*Usher*

**Education:**

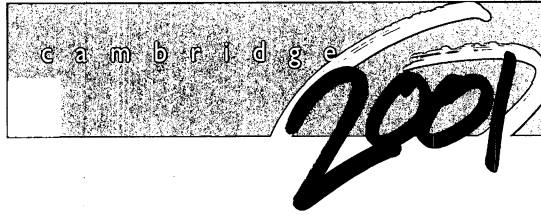
*June, 1987*     **Suffolk University, -Boston, MA**  
*M.B.A*

Suffolk University Fellowship Award

*May 1981*     **Boston State College, -Boston, MA**  
*B.A. Political Science*

**Awards:**

Employee of the year for the City of Cambridge 1999  
Three times awarded Manager of the Quarter by the Flatley Company



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**CITY OF CAMBRIDGE • EXECUTIVE DEPARTMENT**

*Robert W. Healy, City Manager    Richard C. Rossi, Deputy City Manager*

January 29, 2001

To The Honorable, The City Council:

Please be advised that pursuant to Chapter 41, Section 6A of the General Laws of Massachusetts, I have appointed James Monagle of 17 Greenough Avenue, Cambridge as the temporary City Auditor. This appointment is effective Monday, January 29, 2001.

I have enclosed a copy of Mr. Monagle's resume for your information.

Very truly yours,

A handwritten signature in black ink, appearing to read "Robert W. Healy". The signature is fluid and cursive, with a long horizontal stroke at the end.

Robert W. Healy  
City Manager

RWH/mec  
Enclosure



SA

**Consent Agenda #3**

Appointment of James Monagle of  
17 Greenough Avenue as the  
temporary City Auditor.

**In City Council January 29, 2001**

**PLACED ON FILE**