

BOB MOSSING

801 N. Prospect Rd. • Ypsilanti, Michigan 48198
734.985.0734 • bob@bobmossing.net

BUSINESS ANALYST/BUDGET/OPERATIONS

Innovative, solutions-oriented leader with over 10 years experience in personnel, inventory, and process management in operations, accounting services, facilities and fleet holdings. Emphasis on safety, process improvement, risk analysis, negotiations, budgeting, and P&L. Scope of experience in government, private, union and non-union environments. Technical skills include advanced Microsoft Office Suite, Visual Basic, Oracle, and JD Edwards Financial System. Areas of excellence:

Budget Management • Strategic Planning • Relationship Building • Program Administration
Client Relations • Process Improvement • Training & Development • Labor Relations
Customer Service • Team Facilitation/Development • Contract Administration •
Implementation

PROFESSIONAL HISTORY

WASHTENAW COUNTY GOVERNMENT, Ann Arbor, Michigan • 2007-Present

Municipal government charged with State-mandated and non-mandated services to community.

Finance – Fleet Manager

Establish strategic direction, responsibilities, and operational functions for positions. Prepare long-term strategic plans, establish goals, and head business unit team development. Lead projects from conception through implementation.

- Serve as budget analyst by developing two year operating budget and preparing monthly cost allocation journal entries.
- Monitor operating and life-cycle costs of assets through the development and evaluation of Crystal Reports.
- Identified annual savings of \$100,000 by closing maintenance garage and outsourcing services.
- Surpassed implementation expectations by meeting targets of aggressive schedule.
- Cultivated strong relationships with competing departments in complex organization.
- Prepare RFPs and negotiate and manage contracts to ensure quality services and compliance with government standards.
- Managed expectations for diverse group of community leaders, including Sheriff, Drain and Parks Commissioners, County Commissioners, and County Administrator.
- Improved fleet processes to streamline operations, improve maintenance and operation costs, and reduced employee headcount and related labor costs.
- Identified annual savings of \$20,000 by partnering with city of Ann Arbor's recycling program

SAFELITE GROUP, Columbus, Ohio • 1998-2006

Private auto glass repair and replacement company with revenues exceeding \$800 million.

Fleet Supervisor (2000-2006)

Manage fleet of 3,000 units across retail, distribution, and sales business for more than 2.5 million retail customers. Report to Director of Risk Management, Fleet & Travel. Successfully created and implemented a fuel savings program yielding \$1 million savings in one year. Prepared and maintained \$35M budget. Negotiate contracts with vendors, including General Motors, yielding \$3 million in acquisition savings over three years.

- Managed asset inventory valued at \$66 million and supervised 2 administrative staff and 81 Field Fleet Administrators.
- Monitor operating and life-cycle costs of assets through the development and evaluation of Microsoft Access reports.
- Improved customer service by implementing more efficient operating procedures.
- Created and implemented business plan for department.
- Maintained actual expenses within 6% of budget through effectively monitoring performance and managing via exception reporting.

Accounts Payable Supervisor (1998-2000)

Supervise five accounts payable employees responsible for processing 2000 checks per day. Completed all month-end reports and performed monthly reconciliations; worked with general ledgers.

- Trained all department associates how to use Excel when organization transitioned from Lotus to Microsoft Office.
- Created and implemented database to recover duplicate and erroneous payments.

EDUCATION

Bachelor of Arts, Business Administration

Ohio Dominican University
Columbus, OH

Currently attending Cleary University MBA program

Ann Arbor, MI

AFFILIATIONS

American Public Works Association
National Association of Fleet Administrators