

# STEPHANIE SMIGALA

203.545.8155 | ssmigala@yahoo.com | Marlborough, Connecticut | [LinkedIn.com/in/stephanie-smigala](https://www.linkedin.com/in/stephanie-smigala)

April 23, 2026

Board of Selectmen  
Town of Bolton  
222 Bolton Center Road  
Bolton, CT 06043

## **RE: Interim CFO/Finance Director Appointment**

Dear Members of the Board of Selectmen,

It has been a privilege to serve the Town of Bolton over the last few months. Working closely with the Town Administrator and First Selectman to support our budget cycle has reinforced my commitment to this community, and I am honored to formally submit my interest in the interim Chief Financial Officer position.

My first 60 days have been focused on being a helpful and proactive partner during a critical budget season. By conducting a thorough review of our financial files, I was able to assist the team in refining our data to ensure the highest level of accuracy for our upcoming fiscal year. I have also enjoyed providing real-time support during Board of Selectmen and Finance Committee meetings to ensure that leadership always has the most current and clear information available to make informed decisions for our residents. I have particularly valued the opportunity to help modernize how we share our financial story with the community and welcome the responsibility to continue to do so. By working to simplify our public hearing and committee presentations, I've aimed to make our budget more accessible and transparent. It is encouraging to receive positive feedback on this approach, as I believe clear communications is the foundation of public trust.

These recent contributions were driven by a 17-year career in accounting, financial reporting, budgeting, internal controls, audit support, and senior leadership. My career began in corporate accounting, where I developed a strong technical foundation in financial reporting, reconciliations, cash-flow analysis, audit preparation, and policy development. My expertise in change management, implementing new reporting systems, standardizing procedures and implementing department controls allows me to lead organizational transitions effectively while maintaining strong, collaborative relationships with all stakeholders. These core skills are closely aligned with the Town's current needs for modernized systems and streamlined financial management.

Guided by a continuous improvement mindset, I am currently completing specialized coursework in Governmental and Nonprofit Accounting to ensure my 17 years of financial expertise is fully aligned with GASB standards and municipal reporting requirements.

I am pursuing a role within an organization whose culture and mission are aligned with my core values: integrity, accountability, transparency, stewardship, and fairness and equity. What draws me specifically to this role is the opportunity to apply my financial expertise in service to my own community. As a local resident, I value Bolton's commitment to responsible governance and fiscal stewardship. I am eager to bring my analytical skills, leadership experience, and process-improvement mindset to a municipal environment where accountability and accuracy directly impact residents and local services.

I know as CFO I will be a steward of the community's resources and a dedicated partner to its leaders. I am proud of our collaborative progress in my short employment with the town and would be honored to continue serving the Town of Bolton.

Sincerely,

Stephanie Smigala

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## SUMMARY

Results-driven financial professional with over 17 years of experience in accounting, financial analysis, budgeting, reporting, and operational leadership, including 8 years in direct executive roles. Currently driving fiscal modernization for the Town of Bolton by streamlining budget presentations, enhancing data integrity, and providing real-time advisory to the Board of Selectmen. Proven track record in managing a \$2B portfolio, leading 150-person teams, and implementing large-scale systems to improve transparency and efficiency. I am intentionally pursuing this role to transition my leadership from the corporate sector to a community-focused organization where I can serve as a trusted financial partner to elected officials.

**Core Skills:** Leadership & Change Management • Budget Development • Financial Reporting & Analysis • Cash Flow Monitoring • Internal Controls • Audit Prep • Policy & Procedure Development • Contract Compliance & Negotiation • ERP/Financial Systems • Forecasting & Variance Analysis • Strategic Advisory

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## PROFESSIONAL EXPERIENCE

### INTERIM FINANCE LEADERSHIP

**Town of Bolton, CT** | *February 2026 – Present*

- Conducted a comprehensive audit of current budget files, identifying and correcting technical errors to ensure accuracy of the upcoming fiscal year's data foundation.
- Provided real-time financial modeling and data support during Board of Selectmen and Finance Committee meetings, enabling leadership to make immediate, informed decisions as budget discussions evolved.
- Redesigned and simplified public hearing and finance committee presentations to increase accessibility for residents and elected officials.

### HEAD OF SALES & CLIENT SERVICES, NATIONAL ACCOUNTS

**WM, Inc. - Windsor, CT** | *March 2025 - October 2025*

- Oversaw financial planning, forecasting, and performance management for a \$2B national portfolio; delivered executive-level reporting for C-suite and board use.
- Directed 150 employees (7 Directors), fostering accountability, operational alignment, and results.
- Ensured fiscal and contractual compliance through negotiation, documentation, and cross-department collaboration.
- Improved forecasting accuracy through enhanced data controls and pipeline management.
- Led integration of a 20-person sales team post-acquisition, unifying processes and setting performance expectations.
- Designed and implemented two training programs in partnership with Learning & Development.
- Approved all pricing proposals, ensuring alignment with revenue targets and profitability goals.

### DIRECTOR, NATIONAL SALES

**WM, Inc. - Windsor, CT** | *April 2021 – March 2025*

- Managed a \$275MM portfolio with strong fiscal stewardship and alignment to organizational priorities.
- Achieved 15% compound revenue growth and 99.4% retention over four years.
- Ensured compliance with financial, operational, and contractual requirements—skills transferable to municipal finance and regulatory environments.
- Negotiated renewals and amendments with focus on documentation accuracy and transparent terms.

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- Implemented inclusive recruiting practices, increasing gender diversity by 39% (82% in key roles).
- Improved employee engagement metrics by 11.3 points through recognition and development initiatives.
- Partnered with business development on improved sales-to-service handoff processes.
- Supervised teams delivering financial/operational reporting, project management, and sustainability strategy support.

## MANAGER, CLIENT ANALYTICS & SALES SUPPORT

**WM, Inc. - Windsor, CT** | *July 2017 – April 2021*

- Oversaw analytics, financial reporting, and proposal development supporting national accounts and a 150-person team.
- Led launch of analytics platform, generating \$60MM in new business and \$1MM in savings; recognized with Circle of Excellence and Big Eagle Awards.
- Directed communication and change-management strategies to ensure adoption of reporting tools.
- Managed analytics and reporting staff, ensuring accuracy, transparency, and alignment to financial goals.

## PROJECT MANAGER, STRATEGIC ACCOUNTS

**WM, Inc. - Windsor, CT** | *February 2014 – July 2017*

- Conducted financial analysis on spend, cost trends, budgeting, and long-term planning.
- Presented financial results and recommendations to senior leadership and external stakeholders.
- Supported resource planning and cost alignment for national account portfolios.

## SENIOR ACCOUNTANT

**WM, Inc. - Windsor, CT** | *June 2010 – February 2014*

- Developed revenue, cost, margin reporting tools still in use by Finance today.
- Identified a \$2MM financial impact through reconciliation work during acquisition.
- Prepared monthly financial statements and analyses for executive review—parallel to municipal reporting responsibilities.
- Created accounting policies and procedures, improving internal controls and reporting accuracy.
- Collaborated with auditors, prepared schedules, and ensured strong audit outcomes.

## ACCOUNTANT III (Promoted from I & II)

**Adaptive Marketing, LLC - Norwalk, CT** | *February 2007 – June 2010*

- Prepared revenue schedules, journal entries, reconciliations, and cash-flow reporting.
- Trained and supervised accounting teams across the U.S., UK, and India.
- Supported audits on revenue, AR, fixed assets, and internal controls.

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## EDUCATION

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## BACHELOR OF BUSINESS ADMINISTRATION, Financial Accounting

**Western Connecticut State University - Danbury, CT** | *2002 - 2006*

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## COMMUNITY INVOLVEMENT & MENTORING

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Junior Achievement Volunteer • Girl Scout Troop Volunteer • Softball Coach • Workplace Mentor • Women's Professional Network Leader

## **TOWN OF BOLTON**

**Title:** Chief Financial Officer

**Position Definition:** Plans, organizes and directs all accounting work, cash and debt management, payroll and purchasing, revenue collection, financial planning, budget administration, employee benefit plan administration, grant administration and risk management. Plans, manages and administers financial management systems utilized by the Town. Performs the duties of Town Treasurer or Deputy Treasurer as appointed.

**Supervision Received:** Reports directly to the Administrative Officer.

**Supervision Exercised:** Provides general supervision to staff in the Town's Finance Department.

### **Examples of Essential Duties:**

1. Supervises the collection, safekeeping and distribution of all funds for the Town of Bolton. Responsible for accounting, reporting and record keeping for revenues and expenditures of town funds. Regularly prepare financial reports for and meet with the Board of Finance and as requested by the Board of Selectmen.
2. Coordinate the preparation and administration of the annual budget, sub-budgets and related funds including grant programs and indebtedness program. Works with community organizations and citizens in interpreting the financial needs of and impact of the town budget by providing program and financial data and analyses, through personal appearance, as appropriate.
3. Oversee budget administration to ensure policies and procedures are adhered to by all effected entities. Develop accounting manual, policies and procedures and revise as necessary. Establishes and maintains chart of accounts.
4. Provide cash management of town funds including forecasting of revenue and expenditures. Develop, coordinate and implement short term and long range investment and borrowing strategies. Responsible for ensuring proper authorization of expenditures of all Town of Bolton funds.
5. Serves as internal lead for annual audit, bond offerings and other financial reports. Establish internal audit procedures and responds to requests from the Town's auditor.
6. Oversee bidding and purchasing, employee benefits administration, and insurance risk management coordinating with Administrative Officer. Administer State grants, Federal grants and all other grants, including financial reporting.
7. Coordinates activities closely with Superintendent of Schools and School Business Office.
8. Assist in development of improvements and changes in financial management to obtain operational efficiencies and better services. Ensure systems integration of financial matters between town and school district.

9. Serves as Finance Director for Bolton Lakes Regional Water Pollution Control Authority (BLRWPCA). Examples of duties as the Authority's Finance Director are as found above (but not limited to) in the essential duties numbers one through six. Duties are as they apply to the BLRWPCA Board of Directors not Town Boards.

**Examples of Incidental Duties:**

1. Provide financial information and direction to staff.
2. Maintain fixed asset inventories.
3. Serves as financial consultant for union contract negotiations.

**Knowledge, Skills and Abilities Required:**

Comprehensive knowledge of municipal and educational accounting principles and procedures. Thorough knowledge of GASB fund accounting and encumbrance accounting, as well as, various other Federal and State laws regarding finance. Strong oral and written communication skills. Ability to manage and effectively work with a wide variety of individuals. Ability to perform fiscal planning, maintain and prepare detailed financial reports. Knowledge of various computer programs and financial software applications. Ability to identify, implement and utilize current and new technology.

**Minimum Qualifications Required:**

Bachelor's degree in Accounting, Finance, Business Administration or Public Administration, preferably a Certified Public Finance Officer or progress towards certification. A minimum of six years experience in financial, public, school or business management and progressively responsible administrative experience.

**License or Certificate:** Connecticut Motor Vehicle Operator's License.

**Physical Exertion/Environmental Conditions:** Performs duties primarily in an office setting. Some highway driving may be required. The physical demands described are representative of those that must be met to successfully perform essential job functions. Duties require sitting and walking around; talking and hearing; using hands to feel, or operate objects, tools or controls; and reaching with hands and arms. Exposure to computer screen. Ability to lift and/or move up to 25 pounds. Vision ability includes close vision and ability to adjust focus. Some stress involved in public contact.

**Note:** The description is illustrative of tasks and responsibility. It is not meant to be all-inclusive of every task and responsibility.