



Board Appointment Form

City Clerk

Submitted On:

May 16, 2023, 04:56PM MDT

Appointing Office	Representative Art Fierro, District 6
Agenda Placement	Consent
Date of Council Meeting	Tuesday, May 23, 2023
Name of Board	Greater El Paso Civic, Convention and Tourism Advisory Board
Agenda Posting Language	Re appointment of Patrice M. Hills to the Greater El Paso Civic, Convention and Tourism Advisory Board by Representative Art Fierro, District 6
Appointment Type	Regular
List the nominee's qualifications to serve on this Board	Ms. Hills resides in the City of El Paso. She also earned her Masters of Business Administration from UTEP.
Nominee Name	Patrice M. Hills
Nominee Email Address	[REDACTED]
Nominee Residential Address	[REDACTED]
Nominee Primary Phone Number	[REDACTED]
Which District does the nominee reside in?	District 2
Does the appointee have a relative working for the City?	N/A
Has the appointee been a member of any other city boards?	Zoning Board of Adjustments
List all real estate owned in El Paso County	N/A
Previous Appointee	Patrice M Hills
Reason for Vacancy	Term Expired
Date of Appointment	May 23, 2023
Term Begins On	September 03, 2021
Term Expires On	September 02, 2023
Term	2nd Term
Upload File(s)	Resume_Hills_Patrice_2023.pdf

PATRICE M. HILLS, MBA, MAcc, CIA, CC

PROFILE

Masters educated in accounting and finance with managerial experience. Adaptive, results oriented professional who strives to exceed in professional and personal goals. Utilizes advanced research skills and data to achieve developmental, financial, and operational goals aligned to business strategies. Expertise in administration, auditing, expense management, billing, compliance, risk analysis and customer relations. Demonstrates success in troubleshooting critical issues, designing new systems, and change-management. Strong leadership abilities and sense of ethics and integrity dedicated to doing what is morally right and best for key stakeholders. Strong written and verbal communication skills.

SKILLS

PROFESSIONAL

- US GAAP
- Governmental accounting
- AICPA and PCAOB auditing standards
- International Professional Practices Framework (IPPF)
- Yellow Book Framework
- COSO Framework
- Maintains professional skepticism
- Continues professional education in compliance with IIA

TECHNICAL

- Microsoft Office Suite
- Adobe Suite
- Munis
- Peoplesoft
- Tableau
- Other ERP and CRM systems

PERSONAL

- Solid work ethic
- Critical thinking ability
- Courteous and respectful client relations
- Basketball has been an integral part of my life and playing collegiate-level basketball was an experience of a lifetime.
- I enjoy volunteerism and supporting my community. Events/organizations include Prudential Math Challenge, El Paso Alumnae Chapter of Delta Sigma Theta Sorority, Inc., and Radford Elementary School.

PROFESSIONAL WORK EXPERIENCE

INTERNAL AUDITOR INTERMEDIATE, CERTIFIED

El Paso County – County Auditor’s Department

El Paso, TX

03/2020 – Current

- Lead internal financial, operational and compliance audits and risk assessments in accordance with annual audit plan.
- Perform and develop audit procedures including identifying and defining issues, developing criteria, analyzing evidence, and documenting processes and procedures.
- Test internal controls to ensure operational efficacy, accuracy of financial information, and adequate safeguarding assets.
- Review and analyze transactions, documents, records, reports, and methods for accuracy and efficiency.
- Audit, document, and obtain detailed understanding of complex accounting estimates to create concise workpapers.
- Areas audited include expenses, payroll, check disbursements, receivables, cash collection, third-party vendors, contracts.
- Research and reference internal policies/procedures, state/federal regulations, and accounting/internal audit standards.
- Evaluate audit findings and follow-up on outstanding audit findings.
- Prepare and present audit results and recommendations to management for corrective action.
- Communicate and collaborate with management and staff to identify feasible resolutions to control weaknesses and opportunities for improvement.

MANAGER – ACCOUNTING AND INFORMATION SYSTEMS DEPT. AND GRADUATE ACCOUNTANCY PROGRAM ADVISOR

The University of Texas at El Paso – College of Business Administration

El Paso, TX

09/2016 – 06/2020

- Promoted a culture of transparency, inclusion, and enhanced productivity by modernizing office activities and embracing agile principles for operational processes to efficiently support approximately 1000 students and 25 faculty/staff.
- Advised between 70 to 80 graduate students to ensure degree completion and professional attainment success.
- Doubled graduate student enrollment over a two-year period for the Certificate and Master of Accountancy programs.
- Strategized, conceptualized, and executed various initiatives in collaboration with the department chair and advisory board. Most notably revamping the Master of Accountancy curriculum to shorten time to degree completion and creating a culminating capstone course designed to prepare students for the CPA exam.
- Implemented and managed accreditation and compliance processes for AACSB accounting accreditation resulting in the successful completion of two reaccreditation reviews, in 2016 and 2021.
- Cultivated and maintained strategic partnerships with key stakeholders in regional and national organizations.

OTHER WORK EXPERIENCE

FINANCE INTERN

Tenet – The Hospitals of Providence

El Paso, TX
03/2016 – 08/2016

- Participated in hands-on internship working on business-essential projects at various facilities in the El Paso Market.
- Rotated through departments reporting up to the Chief Financial Officer including Admitting, Contracts Management, Clinical Research, Decision Support, Materials Management, Revenue Analysis, and Scheduling/Insurance Verification.

OFFICE ADMINISTRATOR

Pierce & Little, P.C.

El Paso, TX
09/2011 – 01/2016

- Managed and provided executive-level support for corporate commercial litigation office and staff.
- Developed corporate strategies and streamlined office processes for maximum optimization.
- Maintained billings and general ledger, perform monthly reconciliations, and create financial statements and budgets.
- Prepared and computed employee paychecks, quarterly payroll tax returns and annual tax information (940s, 941s, W-2s, 1099s).

ADMINISTRATIVE SUPPORT TEAM ASSOCIATE

(Cash Office Associate February 2009-2010, Start Team Associate 2008-2009)

Macy's

El Paso, TX
11/2008 – 01/2012

- Provided cross-functional assistance in operational, administrative, human resources, and customer service areas to achieve sales, service, and profit goals.
- Selected to Associate to Manager Program and 2010 – Real-time Inventory System Controller.

EDUCATION

01/2018 – 12/2018	Master of Accountancy – Concentration: Financial Acctng/Auditing	University of Texas at El Paso
01/2014 – 12/2015	Master of Business Administration – Concentration: Finance	University of Texas at El Paso
08/2000 – 05/2004	Bachelor of Science in Biology – Minors: Chemistry and Psychology	University of the Incarnate Word

CERTIFICATIONS/ACHIEVEMENTS

12/2022 - Present	Certified in Cybersecurity (Cert #951775)	International Information System Security Certification Consortium
12/2019 - Present	Certified Internal Auditor (Member #2127213)	Institute of the Internal Auditors (IIA)
03/2015	China International Research Course	University of Texas at El Paso
	Research on International Corporate Governance Structures	Beijing and Shanghai, China
09/2008 – 12/2009	Graduate Certificate in Public Health	University of Texas Health Science Center

CURRENT ORGANIZATIONS AND COMMUNITY INVOLVEMENT

2022-Present	Healing Bridge Clinic – Peachtree City, Georgia	<i>Volunteer Bookkeeper</i>
2019-Present	Association of Certified Fraud Examiners-El Paso Chapter	<i>Member</i>
2019-Present	Greater El Paso Civic, Convention, and Tourism Advisory Board	<i>City Appointee/Board Member</i>
2019-2022	Institute of the Internal Auditors-El Paso Chapter	<i>Member, Secretary 2019-2022</i>
2018-2021	Volunteer Income Tax Assistance (VITA) Program	<i>Assistant Site Coordinator</i>
2017-Present	American Institute of Certified Public Accountants	<i>Member</i>