

**Application Form****Profile**

Nolan

First Name

Smith

Last Name

Middle  
Initial

Email Address

Home Address

Suite or Apt

City

State

Postal Code

**What district do you live in? \***☒ District 5

Home: (

Primary Phone

Alternate Phone

Lauterbach &amp; Amen

Employer

Staff Accountant

Job Title

**Please look at the vacancy page before applying. Some Boards, Committees and Commissions have requirements that they are looking for in an applicant, such as specific skills or member types such as Adult or Student.**

**The Vacancy page can be found here:**

**[VACANCIES](#)**

**Which Boards would you like to apply for?**

East Tosa Business Improvement District (BID) Board: Submitted

Question applies to East Tosa Business Improvement District (BID) Board

**Please note the following requirements for membership on the East Tosa Business Improvement District (BID) Board:**

- 1)** If an applicant is not a Wauwatosa resident within the Tosa East Towne, Inglewood Heights, Pabst Park, Olde Hillcrest, or Washington Heights neighborhoods, the applicant must own property or operate a business within the BID
- 2)** If an applicant does not own property or operate a business within the BID, they need to be a Wauwatosa resident within the Tosa East Towne, Inglewood Heights, Pabst Park, Olde Hillcrest, or Washington Heights neighborhoods

Question applies to East Tosa Business Improvement District (BID) Board

**Please select which of the following applies to your status with the East Tosa Business Improvement District: \***☒ Residential Property Owner

Nolan Smith

Question applies to East Tosa Business Improvement District (BID) Board

**If you are a property owner (residential or commercial) within the East Tosa BID, please provide the address of your property.**

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[REDACTED]

Question applies to East Tosa Business Improvement District (BID) Board

**If you are a business owner within the East Tosa BID, please provide the address of your business.**

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**Why are interested in joining this Board, Committee or Commission?**

[Nolan\\_Smith\\_s\\_Resume.docx](#)

Upload a Resume

If you have issues uploading your resume, email it to Misty Richey at mrichy@wauwatosa.net

If you need to send your resume separately, complete the remainder of the application, save it, and we will submit both the application and resume for you.

**Please tell us about yourself and why you want to serve.**

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I was born and raised in Wauwatosa on the west side, attended college at St. Norbert in De Pere, and have been working in the Milwaukee area for over a decade. My wife and I have been living on the east side of Wauwatosa for the last five years and love it. As someone who loves this city and has experience in Governmental Accounting, I want to offer my expertise to the Board and get more involved with the city.

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**Demographics**

[REDACTED]

Date of Birth

Once you submit your application, check [here](#) for the Common Council agenda that has your appointment or reappointment. It may be possible that it will be on future agendas and not on the next upcoming meeting date agenda. This will be how you know if you have been appointed or reappointed.

# Nolan Smith's Resume

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## *Professional Summary*

Successful accountant with 10+ years of experience with small business, FIS Wealth Outsourcing Solutions, and three CPA firms, including my current position. Adept at various accounting functions, efficient with Microsoft Office and various accounting software, and detail oriented. Looking for opportunities to grow in the accounting world and offer my services and expertise.

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## *Experience*

**Lauterbach & Amen LLP** – Naperville, IL (Clients in WI) Jan 2025 – Present

### **Client Accounting and Advisory Services (Staff Accountant)**

- Reconciliation of numerous general ledger accounts, including bank accounts and clearing accounts
- Billing for a variety of miscellaneous items, including DPW engineering services and legal fees
- Accounts Payable Oversight
- Monthly Penalty and Interest Processing
- Recording Daily Revenues and Expenses through various accounting system modules
- Preparation of Monthly Fund Budget and Cash Balance Reports
- Daily Recording and Posting of Manual Journal Entries

**Dwayne Johnson & Associates** – Pewaukee, WI June 2024 – Dec 2024

### **Staff Accountant**

- Prepared Tax Returns for Individuals, Businesses and Trusts
- Performed Audit functions for clients
- Compiled Financial Statements
- Prepared Depreciation Schedules
- Prepared Tax Plans and Estimates
- Engaged in Financial Statement Reviews

**RitzHolman CPAs** – Milwaukee, WI June 2023 – April 2024

### **Staff Accountant**

- Prepared over 100 Tax Returns for Individuals, Small Businesses, Trusts, and Non-Profit Organizations
- Assisted with Audit projects outside of tax season
- Prepared Depreciation Schedules for Small Businesses
- Compiled Financial Statements for clients

**FIS Wealth Outsourcing Solutions** - Brown Deer, WI Sept 2018 – May 2023

### **Accountant I (Sept 2018 – Nov 2020)**

- Processed over 100 Maturity Payments for our clients and their accounts every month
- Analyzed end-of-day balance of allocations from our custodians
- Prepared Daily/Weekly/Monthly/Quarterly Financial Reporting and Analysis

**Tax Administrator (Aug 2020 – May 2023)**

- Filed and processed over 100,000 tax returns and payments for Estimates, Dues, and Backup and Foreign Withholdings throughout the year
- Updated and sent out Account Opening and Closing Reports bi-monthly to each client

**Sky High Marketing – Waukesha, WI**

Feb 2013 – Aug 2018

**Accountant**

- Aided in A/P and A/R responsibilities, handling over 100 bills and invoices monthly between the WI and NV offices
- Manage Tax Exemption Statuses for the non-profit clients at both offices
- Provide financial analysis reports on specific general ledger accounts, clients based on industry, and products based on popularity and profit margins

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*Education*

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| <b>Bachelor’s in Business Administration – Accounting</b><br>St. Norbert College – De Pere, WI                   | <b>(GPA 3.0)</b> | 2008 - 2012 |
| <b>Master’s in Science – Professional Accounting (Tax Track)</b><br>UWM Lubar School of Business – Milwaukee, WI | <b>(GPA 3.6)</b> | 2022 - 2026 |