

2018-059



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AMESBURY CITY CLERK

Amesbury

Mayor C. Kenneth Gray
City Hall, 62 Friend Street
Amesbury, MA 01913-2884

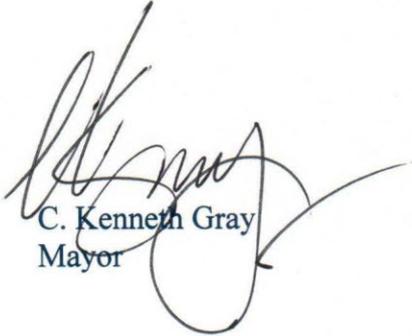
(978) 388-8121
Fax: (978) 388-6727
mayor@amesburyma.gov

Certificate of Appointment

August 23, 2018

I hereby appoint Stephen Duquet as a member of the Conservation Commission for a term to expire June 30, 2021, and I certify that said person has appeared before me and is qualified to perform the duties of said office and I make this appointment solely in the interest of the City of Amesbury.

Said person is not a member of another Amesbury board, committee, or commission, nor an employee of the City of Amesbury.



C. Kenneth Gray
Mayor

City of
Amesbury
Massachusetts



City Hall • 62 Friend Street • Amesbury, MA 01913 • (978) 388-8121 • Fax (978) 388-6727

APPLICATION FOR APPOINTMENT TO
CITY BOARD, COMMITTEE OR COMMISSION

The city appreciates your interest in serving on one of its Boards, Committees or Commissions. Please complete this form and return it to the Mayor's Office in City Hall.

Name Stephen Duquet

Home address 2 Cross St., Amesbury MA

Mailing address (if different) _____

Home phone number (978) 388-1651 /Business # (781) 760-0569

Email address StephenDuquet@yahoo.com

Please indicate which Board, Committee, or Commission you are applying to be appointed to:

- | | |
|-------------------------------------------------------------|---------------------------------------------------------------------------|
| <input type="checkbox"/> Board of Health | <input type="checkbox"/> Landry Stadium Commission |
| <input type="checkbox"/> Cable Advisory Commission | <input type="checkbox"/> Liquor Licensing Commission |
| <input type="checkbox"/> Cemetery Advisory Committee | <input type="checkbox"/> Master Plan Implementation & Oversight Committee |
| <input checked="" type="checkbox"/> Conservation Commission | <input type="checkbox"/> Parks & Recreation Commission |
| <input type="checkbox"/> Council on Aging | <input type="checkbox"/> Registrar of Voters |
| <input type="checkbox"/> Cultural Council | <input type="checkbox"/> Traffic and Transportation |
| <input type="checkbox"/> Fence Viewers | <input type="checkbox"/> Tree Board |
| <input type="checkbox"/> Health Care Trust Commission | <input type="checkbox"/> Trustees of War Memorials |
| <input type="checkbox"/> Historical Commission | <input type="checkbox"/> Woodsom Farm Committee |
| <input type="checkbox"/> Lakes & Waterways | <input type="checkbox"/> Zoning Board of Appeals |

Ad hoc Committees- Please Identify _____

Fill vacancy of elected position* – Identify Elected Board _____

* Please send applications for elected positions to **City Clerk's Office** at City Hall.

1. Please explain why you would like to serve on a particular Board, Committee, or Commission. If necessary add additional sheets.

To serve my Community by helping to preserve natural resources while at the same time preventing undue hardships for the residents of Amesbury.

2. Please briefly describe your education and any relevant work or life experience or other activity which, in your opinion, would be beneficial in carrying out the responsibilities of this office. If necessary, attach additional sheets or your resume.

As an auditor for the Department of Defense I routinely interpret laws and regulations and apply them to contracts. Prior to this I served 4 years in the Air Force where I was Security Forces (police) upholding and enforcing both Federal, & State laws on a daily basis.

3. Please list any city offices you have held in Amesbury or elsewhere.

Date appointed or elected	Office	Term Expired
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None

4. Public service on a Board, Committee, or Commission can be demanding. Please indicate the realistic time commitment you are willing and able to make.

- 1 hour per week 2-4 hours per week 4-6 hours per week Other _____

Additionally, please describe any standing commitments you may have which might conflict with set meeting schedules.

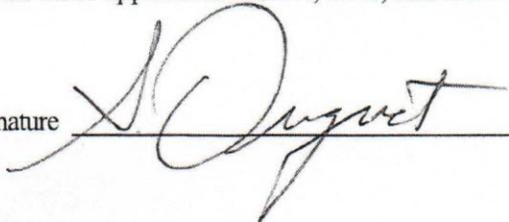
None

5. How did you hear about the vacancy on this City Board, Committee or Commission?

- City Hall Information Board
- Council, Board, Committee or Commission Meeting
- Newspaper
- City Website
- Word of mouth
- Other: _____

6. APPLICANT'S STATEMENT AND SIGNATURE: I hereby submit this as my application for the position I have indicated on the front of this form. I understand that my completion of this form in no way assures appointment. All Board, Committee, and Commission vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. I also understand that in the event that I am appointed to a position, my activities will be governed by the Massachusetts Conflict of Interest Law (M.G.L. c 268A), the Massachusetts Open Meeting Law (M.G.L.c.39), the Massachusetts Public Records Law (M.G.L. c. 66), the Massachusetts Campaign Finance Law (M.G.L. c 55), the Amesbury City Charter and ordinances, and all other applicable federal, state, and local laws or regulations.

Signature



Date

8/24/2018

Stephen Duquet

2 Cross St. Amesbury, MA 01913 | (781) 760-0569 | StephenDuquet@yahoo.com

Skills and Achievements

- Strong analytical and organizational skills as the "Analytics Champion" of the office, with significant findings in the Raytheon IDS CY 2011 Incurred Cost Audit.
- Identified a system deficiency with the process in which Raytheon IDS processes labor adjusting transactions and coordinated a system wide review, resulting in significant changes of policies and procedures company-wide.
- Strong interpersonal skills developed over many years of working in high stress environments as well as advanced training through the DCELP program.
- Recipient of multiple awards and commendations citing excellence in quality and task performance.

Experience

FAO Assistant to Quality

Defense Contract Audit Agency, Andover/Tewksbury, MA

Mar 2018 – Present

- Responsible for the assisting the office on application of GAGAS.
- Assisting the office in planning and programming of audit requirements by utilizing resources ensure accomplishment of the mission and maximize productivity. Monitoring assignments to identify potential complications which could impact the assignment and assist in developing a resolution to ensure mission requirements are met.
- Review assignments to ensure agency standards are upheld such as GAAS, GAGAS, FAR, CAS and DCAA policies and procedures.

ACTING SUPERVISORY AUDITOR

Defense Contract Audit Agency, Andover/Tewksbury, MA

Jan 2018 – Mar 2018

- Responsible for the overall management of a team of auditors performing incurred cost audits of a major government contractor.
- Planning and programming of audit requirements by utilizing resources ensure accomplishment of the mission and maximize productivity. Monitoring assignments to identify potential complications which could impact the assignment and assist in developing a resolution to ensure mission requirements are met.
- Review assignments to ensure agency standards are upheld such as GAAS, GAGAS, FAR, CAS and DCAA policies and procedures.

SENIOR AUDITOR

Defense Contract Audit Agency, Andover/Tewksbury, MA

Nov 2011 – Present

- Identified as a data analytics champion; worked to expand the use of data analytics within assignments as well as served as an asset to the office for guidance and assistance with applying different analytical approaches. Presented findings at numerous other offices to advance the techniques throughout the agency.
- Serves as a senior or lead auditor responsible for reviewing the contractor's submission for adequacy; identifying and preparing comprehensive risk assessments; developing/modifying existing audit programs and plans, aligning planned audit steps with the risk assessment; generating or evaluating and modifying standard audit program steps and developing detailed procedures to achieve audit objectives for a variety of difficult complex assignments. Develops realistic audit budgets using zero-based budgeting techniques; establishes realistic due dates; and adjusts the scope of the audit when issues are encountered.

- Independently identifies initial audit determinations which identify deficiencies or noncompliance and makes appropriate recommendations. Performs detailed testing and examinations of contractors' specific cost representations, accounting systems and records, internal controls, policies and practices, and other management information pertinent to the audit. Used computerized audit techniques and quantitative methods appropriately, such as statistical sampling, learning curves, and regression analysis. Prepared working papers which are organized, indexed, referenced, and collects adequate substantiating documents in accordance with Generally Accepted Government Auditing Standards (GAGAS) and Agency requirements.
- In accordance with GAGAS and Agency Policy, prepares audit reports or memorandums of audit findings, conclusions, and recommendations that clearly explain the essential details and support the audit results associated with complex audits. Develops Exhibits, Schedules, and supporting narrative notes for the draft audit report that sufficiently explain the audit findings and recommendations including complex situations. Presents findings and conclusions in the report that are supported by factual evidence in the working papers. Develops an audit opinion for the report that is appropriate to the conditions disclosed in the audit. Assures audit report is responsive and timely to the audit request, complies with GAGAS and Agency policies.
- Conducts and/or participate in objective peer review of audit reports and working papers prepared by fellow audit team members or members of other teams within the Resident Audit Office.
- Meets with contractor and procurement officers in various work. Presents the facts and support for audit opinion concerning critical or controversial findings, conclusions, and recommendations. Presents topics through staff meetings, briefings, conferences and/or workshops.

Education

- BS Degree, Business Administration (Accounting), Merrimack College, Andover, MA
- AS Degree, Criminal Justice, Community College of The Air Force

Training

- Defense Contract Emerging Leadership Program (DCELP)
- Financial Management (FM) Level 2 Certification
- DAWIA Acquisition Auditing – Level 2 Certification
- Advanced Contract Auditing, Defense Contract Audit Institute
- Coaching Essentials (CMP 200), Defense Contract Audit Institute
- Interpersonal Relations (COM 150), Defense Contract Audit Institute
- Data Analysis Using Microsoft Excel, Defense Contract Audit Institute
- Mining Relational Databases with MS Access/SQL, Defense Contract Audit Institute
- Microsoft Office Suite training to include Excel, Word, PowerPoint, Access, and Project.

Military

United States Air Force, Senior Airman (E-4), Honorable Discharge, Security Forces.
 Provided first line defense to the installation. Maintained a multimillion dollar inventory of squadron supplies.
 Various awards and accommodations. VA-determined disability (30%).