



Lindsey M. Stepp
Commissioner

MAY 25 '22 AM 10:39 RCUD

State of New Hampshire
Department of Revenue Administration

109 Pleasant Street
PO Box 457, Concord, NH 03302-0457
Telephone 603-230-5005
www.revenue.nh.gov



May 23, 2022

His Excellency, Governor Christopher T. Sununu
And The Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

In accordance with RSA 94:6, New Appointments, the Department of Revenue Administration (DRA) respectfully requests to place Mr. Jason Belanger at Step 3 of unclassified salary grade DD, (9U262) earning \$72,644.00 annually, effective upon G&C approval. Funding is 100% General funds.

EXPLANATION

The Multi State Tax Auditor audits the New Hampshire business tax returns filed by companies with an obligation to apportion income to the state. Most of these audits will be field audits, requiring the employee to travel to any of the 50 states to review the company's records at its headquarters. Employees are expected to understand and apply New Hampshire tax laws and the Internal Revenue Code, along with the respective regulations, as well as state and federal court decisions, GAAP, and any specialized industry practices or rules. The field portion of the examination is the only time when a proper analysis of voluminous information can be prepared to determine a taxpayer's compliance with New Hampshire tax laws.

Mr. Belanger currently works for a certified public accounting firm as a Staff Accountant and has been since December 2019. In his current role, Mr. Belanger prepares various federal and state tax returns, reviews financial statements, and prepares accounting compilations on behalf of clients. He also conducts the annual external audit of a privately held company. Mr. Belanger also assists with preparing business valuation reports for litigation cases. Previously, Mr. Belanger worked four (4) years at the State of NH, Department of Treasury specializing in bookkeeping, financial management Auditing and Analysis. Before that, Mr. Belanger served in the United States Marine Corps from 2008 to 2015 where he was a Fiscal Manager and Supply Administrator. These experiences will be highly valuable in the Multi State Tax Unit and make him a tremendous asset to the Department.

Mr. Belanger possesses a Bachelor's degree in Accounting from Plymouth State University.

Based upon Mr. Jason Belanger's experience and education, I request that he be placed into the Multi State Tax Auditor position, 9U262, unclassified salary grade DD, at Step 3, earning \$72,644.00 annually.

Sincerely,

Lindsey M. Stepp
Commissioner

TDD Access: Relay NH 1-800-735-2964

Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.

Jason Belanger

36 Federal St | Concord, NH 03301 | 603.290.0086 | jasonbelanger0@gmail.com

AREAS OF STRENGTH AND EXPERTISE

- Bookkeeping
- MS Office Suite
- Complex Tax Return Preparation
- Auditing - Non-Public Entities
- Team Leadership
- Infor/Lawson/Oracle

PROFESSIONAL EXPERIENCE

Maloney & Kennedy

Staff Accountant

Dec 2019 – Current

Prepare returns varying in complexity and type, to include Federal forms 1120, 1120S, 1040, 1041, 990, 706, and Fincen 114 and various State forms, from all 50 states, as necessary. Conduct Reviews and Compilations as the firm is engaged and conduct an annual Audit of a privately owned company. Assist with preparing business valuation reports for litigation cases that require it. Assist with occasional forensic accounting cases to detect or determine if fraud occurred in criminal cases as they arise, to include tracking bank accounts transactions, purchases, and other financial activity.

Key Accomplishments:

- Prepare annually a multi-entity consolidated return that includes on average 40-45 state returns but can include all 50 in some years.

NH Treasury

Program Specialist II (Finance Specialist)

Aug 2016 to Nov 2019

Maintain and update capital project information in EXCEL and via uploads into the NH First activities module, including monthly expense information and bond proceeds allocations. Maintain and organize all banking partner documentation, including authorized signatory and collateral agreements, new account openings and closings, and agency agreements. Assist with preparation and distribution of Requests for Proposals for various financial services contracts. Participate in the evaluation process and prepare documentation required for Governor and Executive Council approval of resulting contracts. Evaluate and trend banking partner costs, performance and service quality including final resolution of unusual transactions or trends. Provide written evaluation of options and recommendations.

Key Accomplishments:

- Assisting in preparing NH Treasury's Comprehensive Annual Financial Report (CAFR) for FY18
- Negotiating with various Banks to increase interest rates on our depository accounts and reduce fees.

Auditor II

Aug 2015 to Aug 2016

Verify cash receipts received from all state agencies, match deposits on the daily banking reports, adding necessary documentation of receipt of funds in preparation for their approval in NH First. Apply final level of approval on cash receipt documents in NH First to update the online accounting system. Research and gather data utilizing various online banking systems for Treasury's operating banks to accurately identify federal funds. Monitor the cash receipts section of the NH First system suspense file to ensure cash receipts are posted to the general ledger in a timely manner. Initiate contact with other state agency personnel to resolve issues when necessary. Review procedures and determine anything that should be modified and/or added with respect to agency deposit procedures to increase efficiency of the cash receipt process.

Key Accomplishments:

- Updated and improved internal procedures to increase efficiency of approving cash receipts.
- Coordinated with multiple agencies to reconcile cash receipts from prior fiscal years.

United States Marine Corps

2008 to 2015

Fiscal Manager & Supply Administrator

Oversaw fiscal management and supply operations of Marine Aircraft Group (MAG) 12, School of Infantry East, and 1st Maintenance Battalion. Communicated clearly and effectively with all officers, creating meaningful relationships to ensure mission goals were consistently accomplished.

Key Accomplishments:

- Implemented policies and created controls to identify and account for gains and losses identify record keeping discrepancies.
- Reviewed historical records and discovered 400 discrepancies totaling \$3M. Performed corrective transactions and produced memorandum records.
- Developed professional relationships with superiors, ensuring that all fiscal data was accurate and up-to-date. Liaised between all levels of personnel, communicating clearly and effectively to ensure battalion members were well informed.
- Managed \$5.6M supply account, executing annual combined operating budget of \$23M+. Balanced faction needs with mission requirements, supporting combined air and ground exercises to ensure mission success.
- Accurate accountability of supply records, receipts, shipping manifests & Defense Logistics Agency (DLA) transactions by implementing a strict records management system & daily reconciliation.
- Identified an effective and cost efficient method to repair 1,100 inventory assets worth approximately \$28,000,000
- Revised Battalion standard operating procedures to align with G8 inspection standards; resulted in a 99%, up from 83% the previous year, readiness during the fiscal assist visit inspection.
- Advised leadership on current spending trends for 4 maintenance companies in order to determine and retain funding; closed out fiscal year 2014 with no error, no shortage of funds and uninterrupted spending.
- Recorded and logged \$7M of asset gain and loss transactions in the first quarter of fiscal year 2013, identifying trends and developing procedures to prevent losses reducing losses by to \$500,000 in the second quarter.

PROFESSIONAL LICENSES

CERTIFIED PUBLIC ACCOUNTANT, NH - #09213

EDUCATION & TRAINING

Bachelor's Degree, Summa Cum Laude, Accounting, Plymouth State University, Plymouth, NH
Associate's Degree, Accounting, New Hampshire Community Technical College, Laconia, NH

MILITARY AWARDS

2 CERTIFICATES OF COMMENDATION

MERITORIOUS MAST

6 LETTERS OF APPRECIATION