

Application Form**Profile**

Elizabeth

First Name

P

Middle Initial

Boston

Last Name

Preferred Name

Liz

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Residency and District Information**Are you a City of Austin Resident? ***☒ Yes

Are you, or your employer, a registered lobbyist with the City or have you, or your employer, been registered as a lobbyist with the City Clerk within the past three years?

No.

Primary Phone

Home:

Alternate Phone

Cell Phone**Home Phone****Business Phone****Select Your District**☒ District 9

Employer

Job Title

Interests & Experiences

Please tell us about yourself and why you want to serve on a board or commission

Why are you interested in serving on a board or commission?

I have spent my career in non-profit management and state government, primarily in state budgeting and oversight roles. I worked on the board as treasurer and board chair of OutYouth, a local non-profit that focuses on providing services and programs for lesbian, gay, bisexual, transgender, queer and questioning youth and their allies. I was also the director of administration/chief financial officer for about five years, for Family Forward, a non-profit that was primarily focused on providing parent education and youth development programs. I worked for 14 years at the Legislative Budget Board with about four years focused on the state's health and human services budget and oversight. Throughout my career I have developed my skills in financial management and strategic planning, and I am looking to commit my skills to a non-profit board with a strong mission that addresses public health needs of the community. The mission of the Austin Travis Counting Sobering Center to provide an alternative to the emergency room and jail for publicly intoxicated individuals to sober up is unique and provides an important opportunity for individuals in the community to avoid costly and detrimental consequences for the individual and the community. The services the Sobering Center provides not only help the city and county avoid costs, but the services offer a second chance and possible path to recovery for the individual.

[EPradoBoston_Resume.docx](#)

Upload a Resume

Resume

Qualifications

Demographics

Some boards and commissions require membership to be racially, politically or geographically proportionate to the general public. The following information helps track our recruitment and diversity efforts.

Ethnicity

☒ Hispanic

Gender

☒ Female

Sexual Orientation

☒ Gay or Lesbian


Date of Birth

Disability or Impairment Information

Do you have an auditory/hearing disability or impairment?

☒ No

Do you have a visual disability or impairment?

☒ No

Do you have a mobility disability or impairment?

☒ No

Do you have a cognitive disability or impairment?

☒ No

Do you have another disability or impairment you'd like to share?

No.

Board Requirements

Which Boards would you like to apply for?

Sobering Center Local Government Corporation: Submitted

Some boards have additional requirements for appointees. Additional requirements will appear below as they apply to each board.

Question applies to Sobering Center Local Government Corporation

Please select the requirements you have met (Sobriety Center Local Government Corporation): *

☒ City Council representative

Texas Open Records Act

City of Austin Officials are able to choose whether or not their home address, home telephone numbers, emergency contact information, social security number, and information that reveals whether they have family members are available to the public on request. The Texas Public Information Act is a State law that requires the City of Austin to disclose this information to anyone who requests it. The only exceptions are for: 1) commissioned peace officers; and 2) Official who file a written request to withhold this information. Officials who are not peace officers and who do not submit such a written request will have this information made available to anyone who requests it. Do you choose to have your home address, home telephone number, emergency contact information, social security number and information that reveals whether you have family withheld members from the public?

☒ Yes ☐ No

ELIZABETH PRADO BOSTON



Seasoned financial leader with experience in accounting, budgeting, financial reporting, strategic planning, performance measure management, process improvement, capital budget planning, and problem-solving. Demonstrated ability to promote accountability, communication, and collaboration with colleagues to achieve organizational goals. Experienced in hiring, training, evaluation, and coaching team members and other aspects of employee management.

EXPERIENCE

NOVEMBER 2019 TO MARCH 2020

**DEPUTY EXECUTIVE COMMISSIONER, FINANCIAL SERVICES,
TEXAS HEALTH AND HUMAN SERVICES COMMISSION**

Oversaw financial unit responsible for a multi-billion dollar biennial budget that included accounting; budgeting; financial reporting; forecasting of caseloads; overseeing and managing federal funds; overseeing actuarial and rates analysis; establishing fiscal policy and process improvement; administering payroll, time, labor and leave; and managing internal controls. Ensured compliance with state and federal laws, rules, and policies. Supervised staff responsible for financial reports, including the annual financial report, monthly division budget reports, and the agency's operating budget. Provided guidance on management responses to various state and federal audits. Day to day responsibilities included managing technical experts and collaborating with sister agencies including the Department of Family and Protective Services, Department of State Health Services, and the Office of Inspector General, to identify solutions for various program, staffing, and financial needs. Provided financial and budget technical advice and assistance to the chief operating officer, other divisions within the Health and Human Services Commission, and its sister agencies.

JULY 2019 TO NOVEMBER 2019

**MANAGER, CONTRACTS OVERSIGHT AND TECHNOLOGY,
TEXAS LEGISLATIVE BUDGET BOARD**

Performed senior level managerial work in planning, assigning, prioritizing and overseeing the work of the Contracts Oversight and Technology team. Managed the improvement of processes and workflows to include checklist for contract review and database utilization. Planned and developed team's workplan. Implemented the use of Tableau to process more than twenty thousand contracts and related materials to implement a risk assessment tool to identify high risk contracts. Oversaw the work of the Quality Assurance Team which included the review of IT projects; work included identifying project risks by evaluating best practices financial workbooks, project plans, various procurement documents, monitoring reports, and post implementation reviews of business outcomes. The Quality Assurance Team

oversaw up to 80 projects per biennium. Represented the agency at meetings, hearings, and trainings. Knowledge and understanding of state statutes and policies related to procurement and travel contracts and policies.

FEBRUARY 2012 TO JUNE 2019

BUDGET MANAGER, TEXAS LEGISLATIVE BUDGET BOARD

Budget Manager of Health and Human Services (HHS) Budget team (JULY 2015 to JUNE 2019) included successfully combining large complex budget structure components and strategic plan elements, including goals, objectives, and performance measures related to consolidating five HHS agencies into three budgets under a tight timeline. Position required collaborating and problem solving with several health and human services state agencies and the Comptroller of Public Accounts to ensure continuity within the budget and accounting systems. Oversaw operating budget reconciliation of health and human services state agencies. Oversaw development of special legislative appropriation request instructions. Oversaw and provided direction on policy and budget recommendations for health and human services state agencies. Represented the agency at meetings, hearings, and trainings. Oversaw and directed monitoring activities of health and human services agencies' compliance with state and federal rules, laws, policies and procedures.

Budget Manager of the General Government Budget team (FEBRUARY 2012 to JUNE 2015) included responsibility for the fiscal and policy oversight and recommendations of more than 20 state agencies and programs. Major agencies included Department of Information Resources, the Historical Commission, State Preservation Board, Comptroller of Public Accounts, Secretary of State, and Veterans Commission. Budget oversight included management of analysts' recommendations relating to budget requests for affected agencies, budget-based performance measures, projections of various revenue streams, and the analysis of major project goals, implementation timelines, and related procurement to identify potential risks and recommend potential remedies. Oversaw operating budget reconciliation of assigned state agencies. Oversaw development of special legislative appropriation request instructions related to capital budget expenditures, reporting of use of data center services, and use of state debt management instruments. Oversaw monitoring activities of general government state agencies' compliance with state and federal rules, laws, policies and procedures. Represented the agency at meetings, hearings, and trainings.

OCTOBER 2005 TO JANUARY 2012

BUDGET AND PERFORMANCE ANALYST, TEXAS LEGISLATIVE BUDGET BOARD

Primary analyst for several general government state agencies including the Department of Information Resources which required research and analysis on the agency's information technology projects such as the data center consolidation, cyber security initiatives, and telecommunications projects. Oversight of the data center consolidation project required collaboration with the department and more than 25 client state agencies to determine attainment of service level metrics, budgetary needs, and reasonableness of transformation timelines and goals. Researched and provided policy, budget, and statutory recommendations related to general government agencies.

Primary analyst for other state agencies for which I reported and monitored budget and performance activities, including State Preservation Board, Facilities Commission, Secretary of State, State Office of Risk Management, Public Finance Authority and its various bond programs. Monitored assigned agencies' compliance with state and federal statutes, rules, regulations, and compliance with related financial requirements. Develop budget and policy recommendations related to assigned agencies, major information technology programs and initiatives, and debt service requirements for various bond and lease purchasing initiatives. Prepared and provided oral and/or written presentations for legislators, legislative staff, legislative committees, state entities and other internal and external stakeholders. Represented the agency at meetings, hearings, and trainings.

MARCH 2002 TO OCTOBER 2005

DIRECTOR OF ADMINISTRATION, FAMILY FORWARD

Nonprofit organization no longer in operation. Developed procedures and processes to implement federally compliant grant and budget accounting policies, cash management, travel reimbursements, payroll, proper separation of duties, and accurate booking of accounting entries. Managed and implemented procedures to collect data related to performance measures. Managed all information technology needs of the organization, including set up of workstations, data back-up and recovery, and managing information technology contractor agreements.

FEBRUARY 2001 TO FEBRUARY 2002

AUDITOR, TEXAS STATE AUDITOR'S OFFICE

Auditor III (DECEMBER 2001 TO FEBRUARY 2002)

Auditor II (MAY 2001 TO NOVEMBER 2001)

Auditor I (FEBRUARY 2001 TO APRIL 2001)

Performed increasingly responsible auditing work for the State Auditor's Office in accordance with generally accepted auditing standards established for government auditors. Managed and conducted financial, performance, and compliance audits of agencies, institutions of higher education, and other entities that receive state funding. Performed audit procedures, identified and defined issues, developed criteria, collected evidence, reviewed and analyzed and verified audit evidence and documented procedures. Conducted individual and group interviews, reviewed client and staff documents, developed and administered surveys, developed audit findings and conclusions. Assisted in developing audit reports. Composed summary memos, and prepared working papers using auditing software TEAMMATE.

JULY 2000 TO JANUARY 2001

PROGRAM SPECIALIST I, TEXAS DEPARTMENT OF INFORMATION RESOURCES

Responsible for monitoring contracts up to \$25 million. Developed correspondence with vendors and contractors regarding compliance with established contracts. Monitored vendor performance and compliance with established contracts. Monitored profit and loss of established contracts to ensure cost recovery.

APRIL 1998 TO JUNE 2000

ACCOUNTANT II, III, & IV, TEXAS DEPARTMENT OF INFORMATION RESOURCES

Accountant IV (SEPTEMBER 1999 TO JUNE 2000)

Supervised and monitored the work of nine accountants. Oversaw the accounts payable and accounts receivable functions of the agency's Cooperative Contracts program. Coordinated and approved vendor payments to ensure compliance with State of Texas payment laws. Coordinated staffing and staff training needs for section.

Accountant III (APRIL 1999 TO AUGUST 1999)

Analyzed and billed for contracts of \$100,000 to \$1 million. Ensured timely and accurate processing of vendor invoices. Reviewed invoices for accuracy and completeness. Corresponded with vendors and contractors on established contracts. Recommended and implemented process improvements of daily processing of vendor invoices.

Accountant II (APRIL 1998 TO MARCH 1999)

Analyzed and billed for purchase orders and contracts of up to \$100,000. Reviewed and approved invoices for accuracy and completeness. Analyzed and reconciled vendor accounts for accuracy and timely payment.

EDUCATION

JANUARY 1992 TO AUGUST 1995

BACHELOR OF BUSINESS ADMINISTRATION - ACCOUNTING, TEXAS A&M UNIVERSITY - CORPUS CHRISTI, TEXAS

JUNE 1989 TO DECEMBER 1991

POLITICAL SCIENCE, DEL MAR COLLEGE - CORPUS CHRISTI, TEXAS

VOLUNTEER

2004 TO 2006

BOARD CHAIR - OUTYOUTH

2000 TO 2004

TREASURER - OUTYOUTH