



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Hibo Sahal</i>		
Board/Commission Name: <i>Green New Deal Oversight Board</i>		Position Title: <i>Member</i>
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> City Council <input type="checkbox"/> Mayor <input checked="" type="checkbox"/> Other: <i>Green New Deal Oversight Board</i>		Term of Position: * 5/1/2020 to 4/30/2023 <input checked="" type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: <i>Shoreline</i>	Zip Code: 98155	Contact Phone No.: [REDACTED]
Background: Hibo Sahal was born in Somalia but was raised in Djibouti. She moved to Seattle in 2005, where she obtained her bachelor's degree in Business Administration with a concentration in Finance from the University of Washington. She is also an MBA grad at Western Governor University. She has offered high-level administrative support, client services management and financial analysis, bookkeeping, and operations support at area non-profit organizations for nearly a decade. Hibo joined the Washington State Coalition of African Community Leaders as a co-chair and served one term. Hibo assisted the coalition with accounting, business management, and financial planning. She is passionate about social justice, environmental justice, and equity. Hibo prides herself on being resourceful, detail-oriented, and committed to overall excellence. She enjoys cooking, reading, kickboxing, and watching Netflix in her free time.		
Authorizing Signature (original signature):  <small>Maria Batayola (Mar 25, 2022 14:48 PDT)</small>		Appointing Signatory: <i>Board Co-Chair</i> <i>Green New Deal Oversight Board</i>
Date Signed: 3-25-22		

*Term begin and end date is fixed and tied to the position and not the appointment date.

ACCOUNTING, FINANCE & OPERATIONS PROFESSIONAL
CORPORATE FINANCE | GRANTS & FUND MANAGEMENT | BUDGETING & COST CONTROL

Detail-focused, customer-centric professional offering experience across a broad spectrum of industries, most recently working for a nonprofit supporting operations and financial administration. Recent MBA graduate equipped with a sound understanding of corporate finance and accounting functions, including budget planning/management, financial reporting, and forecasting. Experience in managing AP and AR activities, including payment/billing, invoicing, bank reconciliations, tax preparation, and grant management. Valued for the ability to contribute to continuous process improvement, defining and implementing new tools and processes to elevate efficiencies. Recognized for capacity to deliver exceptional customer service, fostering trusting relationships with people from diverse cultural heritages and socio-economic backgrounds. Adept at leveraging strong communication skills to facilitate positive relationships with external vendors and liaise with government agencies and community organizations.

AREAS OF EXPERTISE

Finance/Accounting Administration • AR/AP • Bookkeeping • Financial Data Analysis • Budget Management
 Financial Reporting • Bank Reconciliations • Grant/Fund Management • Program Management • Project Management
 Vendor Relations Management • Financial Audits • Customer Service • Training & Mentoring
Languages: French; Somali

PROFESSIONAL EXPERIENCE

ROBERT HALF | SEATTLE, WA | APRIL 2021- PRESENT

SPS Consultant

Project: Reconciliation Associate- Providence

Currently working at this project and reconciling outstanding amounts.

- Perform audits on outstanding balances.
- Run different reports for research and analysis.
- Revamping tracking systems.
- Prepare reports and present to team.
- Train and coach new associates.
- Cash Posting and reconciliation.
- Process mapping and building training documents

SPS Consultant

Project: Rental Assistance Specialist Lead- Orange County- United Way

Worked as a consultant for a project at United Way. Efficiently managed a team of five rental assistant specialist. Reviewed and approved the work of rental assistant specialists.

- Checked the accuracy of processed applications and approved payments.
- Train new data specialists on how to process applications and what documents to ask for and kept track of applications and payments.
- Worked on discrepancies and missed payments.
- Reviewed calculations and general ledgers and presented reports to the team manager.
- Reviewed all applications processed by the team and kept track of aging apps.
- Created processes and reviewed daily operations.

NIA TERO FOUNDATION | SEATTLE, WA | 2019 – 2020

OPERATION ASSOCIATE

Worked closely with Finance and Operations Manager and Director of Finance and Operations. Efficiently managed accounting functions and financial reporting. Deliver high levels of efficiency and accuracy, managing a high volume of expense reports and money transfers for grant payments. Created POs for contracts/agreements for consultants.

- Revamped expense reports management and process, including instituting a monthly schedule, significantly improving expense reporting accuracy.
- Prepared detailed budget reports supporting project and operational planning.
- Efficiently managed wire transfer payment, including verifying the amount and ensuring timely processing.
- Conducted extensive bank reconciliation of accounts to ensure accuracy and resolve any issues.
- Delivered astute oversight of grant payment processing in alignment with agreed criteria.
- Applied understanding of tax accounting to collect and manage tax documents, reports, and forms, including W8s, W9s, and 1099s.
- Conducted in-depth analysis of financial data, prepared reports, and generated financial forecasts.

Financial Reporting

Process Improvements

Account Reconciliations

Cost Control & Revenue Growth

- Performed quarterly and year-end audits to ensure compliance with internal controls, state/federal regulatory requirements.

YWCA | EVERETT, REDMOND, SEATTLE, WA | 2015 – 2019

FINANCIAL SPECIALIST (2019)

Gained promotion to Finance Specialist, managing AP and AR functions, along with conducting detailed analyses of financial data and preparation of various financial reports. Supported budget development and management through astute reporting and forecasting. Ensured internal policies, financial controls, and external regulatory requirements were adhered to through continuous monitoring and managing internal audits.

- Efficiently managed the receipt and recording of donations and invoices for all of Snohomish County.
- Expertly oversaw all the grants and grant-related reporting to ensure compliance with state and government rules.
- Managed the rent assistance program (HUD) and the collection of all rents from clients, ensuring documents were up to date, and all guidelines were strictly adhered to.

PROGRAM ASSISTANT/INTAKE SPECIALIST, YWCA SHELTER PLUS CARE PROGRAM (2016 – 2019)

Transferred to YWCA Everett, taking on multiple responsibilities supporting the establishment, administration, and management of the Shelter Plus Care Program operated through the US Department of Housing and Urban Development (HUD) that offered support to the homeless. Managed 'Pathways to Stability' grant, including tracking grant spending. Reported to Director of Housing and assisted with scheduled inspections of the units and preparation of inspection reports and associated paperwork along with calculating and collecting rent through the rental assistance program.

- Received request for tenancy approvals, evaluated rent reasonableness, and requested inspections, along with liaising with various landlords to coordinate client housing.
- Managed referrals from various agencies, doctors, and homeless organizations, set appointments, and processed applications, together with verifying information and submitting it to the housing director for approval.
- Empathetically supported clients/applicants, including educating them on the program, expectations, and benefits.
- Calculated individual rents and assisted clients with their rent deposits through the Pathways to Stability Program.
- Promoted program awareness, including attending, and speaking at community events.
- Contributed to program success, assisting many homeless individuals and families in finding stable accommodation.

OFFICE ASSISTANT (2015 – 2016) | PAYROLL SPECIALIST INTERN (2015)

Worked as an intern to support YWCA payroll department. Advanced to the position of Office Assistant at Redmond, WA, supporting the facility director, 3 case managers, an apartment manager, a maintenance associate, and 10 support workers. Applied strong customer service skills to assist service users, residents, and external agencies, from diverse cultural heritages and socio-economic backgrounds.

- Delivered efficiency managing office functions and operations, including copying/faxing documents for staff and residents.
- Promoted awareness of the Orca Lift program and assisted clients with Orca Lift enrollment.
- Managed the preparation and generation of monthly reports, including USDA invoices and monthly revenue reports.
- Steered the acceptance, recording, and monitoring of donations, including sending donation receipts to Business Office.
- Ordered and monitored office, janitorial, and childcare supplies, including liaising with vendors to ensure timely deliveries.
- Oversaw preparation, application, and attendance of director at meetings and events, including meetings with the city council.
- Planned and managed special events and programs such as the 'Adopt a Family Christmas program, marketing and promoting the program, and signing up families with low incomes to receive gifts, along with build donor list and managing donor outreach to secure gifts, together with coordinating gift distribution.

VOLUNTEER WORK

WASHINGTON STATE COALITION OF AFRICAN LEADERS | SEATTLE, WA | 2019 – 2020

SECRETARY/TREASURER

- Provided strategic insight and oversight of financial resources.
- Led the organization in becoming a 501c (3).
- Represented the organization at various community events.

PRIOR EXPERIENCE

Production/QA Associate, RPI Tukwila (Employment Express), 2014
 Security Guard, USA Security Associates, ADESA Seattle, Auburn, WA, 2013
 Store Manager, West Seattle Halal Store (Family Business), 2011 – 2012

EDUCATION & CERTIFICATIONS

Western Governor University – **Master of Business Administration (MBA)**
 University of Washington, Bothell, WA – **Bachelor of Business Administration, Finance Concentration**
Training & Certifications
 Housing Choice Voucher | Housing Quality Standards Specialist | Fair Housing Training | Tax Credit Compliance Fundamentals

TECHNICAL SKILLS

Cash Pro, QuickBooks, Expensify Microsoft Teams, SharePoint, Epic and Assist OC (housing software)

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Green New Deal Oversight Board

19 Members: Pursuant to Ordinance 125926, members subject to City Council confirmation, three-year terms:

- 8 City Council – appointed
- 8 Mayor – appointed
- 3 Other Appointing Authority – appointed: Green New Deal Oversight Board

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
1	F	2	1.	Member	Maria Batayola	5/1/20	4/30/23	1	Mayor
4	M	2	2.	Member	Matt Remle	5/1/20	4/30/23	1	City Council
3	M	1	3.	Member	Tomas Madrigal	5/1/20	4/30/23	1	Mayor
4	F		4.	Member (Tribal Representative)	Rachel Heaton	5/1/20	4/30/23	1	City Council
4	M	1	5.	Member (Tribal Representative)	Ken Workman	5/1/20	4/30/23	1	Mayor
1	F	3	6.	Member (Age 16-25)	Kristina Chu	5/1/20	4/30/23	1	City Council
2	M	3	7.	Member (Age 16-25)	Tyler Valentine	5/1/20	4/30/23	1	Mayor
2	F	n/a	8.	Member	Hibo Sahal	5/1/20	4/30/23	1	Board
2	M	2	9.	Environmental Justice Representative	Dennis Comer	5/1/20	4/30/23	1	Mayor
1	F	4	10.	Environmental Justice Representative	Debolina Banerjee	5/1/20	4/30/22	1	City Council
1	F	2	11.	Environmental Justice Representative	Eunice How	5/1/22	4/30/25	1	Board
1	M	7	12.	Labor Union Representative	Peter Hasegawa	5/1/20	4/30/22	1	Mayor
6	F		13.	Labor Union Representative	Emily Myers	5/1/20	4/30/22	1	City Council
	F		14.	Labor Union Representative	Andrea Ornelas	5/1/20	4/30/22	1	City Council
6	M		15.	Labor Union Representative	Keith Weir	5/1/20	4/30/22	1	Mayor
6	F	6	16.	Member	Jess Wallach	5/1/20	4/30/22	1	City Council
6	F	4	17.	Member	Nina A. Olivier	5/1/22	4/30/25	1	Board
1	F	3	18.	Member	Deepa Sivarajan	5/1/20	4/30/22	1	City Council
6	M	5	19.	Workforce Training Representative	Steve Gelb	5/1/20	4/30/22	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

(1) (2) (3) (4) (5) (6) (7) (8) (9)

	Male	Female	Transgender	NB/ O/ U	Asian	Black/ African American	Hispanic / Latino	American Indian/ Alaska Native	Other	Caucasian/ Non- Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor	7	1			2	2	1	1		2			
Council	1	7			3		1	2		2			
Other		3			1	1				1			
Total	8	11			6	3	2	3		5			

Key:

***D** List the corresponding *Diversity Chart* number (1 through 9)

****G** List *gender*, **M**= Male, **F**= Female, **T**= Transgender, **NB**= Non-Binary, **O**= Other, **U**= Unknown

RD Residential Council District number 1 through 7 or N/A

Diversity information is self-identified and is voluntary.