

Quaker Valley Council of Government
Financial Administration and Technical Assistance Program
Resumes of Staff

Susan G. Hockenberry, Executive Director

Susan Hockenberry is the Executive Director of Quaker Valley Council of Governments. She has extensive experience in local government and nonprofit management, including serving as Director of Administration and Finance for O'Hara Township and as Executive Director of the Local Government Academy. She is an adjunct instructor in Government and Nonprofit Financial Management at the University of Pittsburgh, and has taught the course at the graduate level at Indiana University of Pennsylvania, as well as undergraduate courses in State and Local Government and American Politics. She is member of the Government Finance Officers Association of US and Canada (GFOA) and the International City Management Association (ICMA). She has received both the Distinguished Budget Award and Certificate for Excellence in Financial Report from GFOA; successfully completed the Accounting and Financial Reporting segments of the GFOA Certified Public Finance Officer exam; served as the Pennsylvania state representative for GFOA; and is a past conference chair for Pennsylvania Chapter of GFOA. She is a member of the Pennsylvania State Planning Board and serves on the University of Pittsburgh Institute of Politics Fiscal Policy and Governance Committee. Susan has a Masters in Public Administration from Indiana University of Pennsylvania and completed the Executive Education Program for Nonprofit Leaders at Stanford University in 2007.

Susan is responsible for client development, overall system design, report design, account access, Positive Pay, user access, staffing.

Janet Wenger, Administrative Assistant

Janet Wenger is the Administrative Assistant for Quaker Valley Council of Governments. Janet assists with the overall operation of Quaker Valley COG including board support, Community Development Block Grant administration, accounting, records management and other duties. She has extensive business experience serving as office administrator for Tri-Lite Windows, Inc., Jax Equipment, Inc. and as Administrative Assistant for the North Boroughs Chamber of Commerce. Janet has implemented Quickbooks accounting systems for Tri-lite Windows, Jax Equipment and others beginning in 1996. Janet was also the Product Support Manager for AID International, an aircraft interior manufacturing company where she oversaw all aspects of production and customer service. Janet received her Associate's Degree from ICM School of Business--part of a cohort of professionals who entered the workforce and transformed business through computer programming and mainframe computers.

Janet is responsible for client records, billing, check generation, data entry and reconciliations.

Sara Farrokhzad, Accounting Assistant

Sara serves as the Quaker Valley COG Accounting Assistant. Sara received a certificate in Accounting from San Diego Mesa College in 2015, where she earned a 3.77 GPA. She has work experience with HSBC Bank Canada as an Operations Assistant and Winners Homesense where she was a Cash Office Associate and Customer Service Representative. In both positions she verified account accuracy and performed various balancing and reconciliation duties. In addition to accounting, she has both academic and practical experience in Quickbooks, Excel, and Google Office.

Sara is responsible for data entry, reconciliations and report generation.