



OFFICE OF THE CITY CLERK  
5581 West Oakland Park Boulevard  
Lauderhill, FL 33313  
Ph: 954.730.3010 Fax: 954.730.3062  
[www.lauderhill-fl.gov](http://www.lauderhill-fl.gov)



APPLICATION FOR BOARD APPOINTMENT/RE-APPOINTMENT

**ALL** applicants who would like to be considered for appointment or re-appointment as a member to a city board is required to complete this form prior to Commission approval.

**PLEASE SELECT**

- ☒ Lauderhill Resident ☒ Business Owner  
☐ City of Lauderhill Staff ☒ Broward County Registered Voter

**Please PRINT or TYPE**

Name: Janice Thompson L.  
First Last Middle Initials  
Home Address: 8201 NW 51st Court, Lauderhill, FL. Zip Code 33351  
Home Phone: \_\_\_\_\_ Cell Phone: 954-465-9495  
Email: jlthompson29@icloud.com

**BOARD INFORMATION:**

Have you served on a City Board before? ☐ YES ☒ NO

If YES, name Board: N/A How Many Years? N/A

Name of Board you wish to be ☒ Appointed ☐ Re-Appointed to: The Community and Budget Advisory Board

Resume Attached: ☒ YES ☐ NO

If NO, briefly explain why you would like to serve on this board, and describe your qualifications, skills and abilities, you possess that would directly benefit this board:

Attach any additional information to this form if more space is needed

**Return Completed Form To:**

Andrea M Anderson, MMC  
5581 W. Oakland Park Blvd.,  
Lauderhill, FL 33313  
Email: [aanderson@lauderhill-fl.gov](mailto:aanderson@lauderhill-fl.gov)  
Fax: 954-730-3062  
Phone: 954-730-3013

Signature

Dated this 6th day of September, 2018

## Janice Thompson

8201 NW 51<sup>st</sup> Court

Lauderhill, FL 33351

Phone 954-465-9495

E-mail: JLTompson29@icloud.com

### Objective

To be a member of The Community and Budget Advisory Board where I can utilize my experience to benefit the community in which I have resided for more than 17 years.

### Experience

2007- Present    Lauderhill Housing Authority

Lauderhill, FL

#### Property Manager

- Ensures compliance with the agencies and states rules and regulations
- Performs functions of financial administration and reporting to include, but not limited to: preparation and timely submission of grant applications and reports, coordination of budgeted funds, screening and processing request for expenditures for AHP grant.
- Ensures timely turnaround of grant and rental intake application by ensuring that all grant requirements are met.
- Prepares and monitors budget and encumbrances
- Conducts annual Homeownership Fairs & community activities & fieldtrips
- Works collaboratively with Executive Director, Accounts Payable, and city personnel to ensure compliance with HUD and grants requirements.
- Analyzes budget trends and make recommendations for cost control
- Monitors paperwork and other related documents with grant-funded programs
- Provides training to new staff on grants management requirements
- Processes supply order requests, travel requests & reimbursement forms
- Implements policy and procedures to ensure compliance with LHA and Fair Housing standard practices and guidelines.
- Conducts annual income and asset recertification's to ensure compliance with Grant requirements.
- Reconciles monthly bank account statements
- Generates monthly financial reports
- Assisted Executive Director in the preparation of the annual budget

2007- Present    Apartments Plus Property Management

Tamarac, FL

#### Managing Member

- Processes reimbursement orders, check and travel requests
- Deposits and processes cash, checks, and credit card payments
- Reconciles monthly bank account statements
- Generates monthly financial reports
- Processes checks for vendors
- Implements policy and procedures to insure compliance with company's best practices.
- Prepares invoices, lease and rental applications for absentee owners
- Coordinates repair and preventive maintenance appointments
- Monitors budgets and accounts
- Processes monthly payroll and ACH wire transfers

2001-2005 Princeton Preschool Inc.

Miami, FL

**Accounting Clerk**

- Oversaw daily financial responsibilities; collected payments, reconciled bank statements.
- Monitored budget through accurate invoicing and payroll system
- Conducted student intake, application review, verification of references and employment and file review.
- Initiated and executed free lunch program funded by the USDA
- Organized, monitored and implemented all activities and safety procedures related to camps and after school programs.

2000 – 2001 City of Lauderhill

Lauderhill, FL

**Purchasing Coordinator**

- Coordinated purchasing and inventory services
- Prepared purchase requisitions
- Received incoming inventory
- Distributed and collected department uniforms, oversaw office supplies, equipment, and inventory system.
- Oversaw daily account expenditures and maintained compliance for an \$8 Million departmental budget.
- Verified, approved, and scheduled payment for vendor invoices
- Worked closely with the Finance Department, staff and outside vendors

**Education**

Broward College- Bachelors of Arts -Supervision and Management-Currently Enrolled  
Broward College Associate of Arts in Supervision and Management  
Florida Licensed Real Estate Sales Associate  
Licensed Community Association Manager (LCAM)

**Certifications**

FAU Certification in Supply Chain Management  
University of South Florida- Certified Community Real Estate Development Manager  
Florida Certified Residential Manager  
Florida Atlantic University Certificate of Completion in Supervision in Government,  
Multiple HUD accredited certifications

**Skills**

Knowledge of Terms, BRITE, Great Plains, FAST, OPTISPOOL, CAB, Yardi, Microsoft Word, and Excel, Quickbooks, Outlook, fax machine, copier, printer, dual telephone system, scanner, calculator.

**References**

Ms. Julie Brown- Operations Administrator- 954-714-3125,  
Mr. Yvon Dorcinvil- Executive Director- 754-229-3811