



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



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
Fax: 954-730-3062
Phone: 954-730-3013

Signature

Dated this 6th day of September, 2018

Janice Thompson

8201 NW 51st Court

Lauderhill, FL 33351

Phone 954-465-9495

E-mail: JLThompson29@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