

SUSAN E. NABORS, CPA, CGFO

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Leadership

High level leader with a comprehensive knowledge of government finance and operations. Proven ability to oversee and improve complex governmental organizations. Results driven leader with a proven history of improving efficiencies in multi-faceted operations.

Qualifications and Accomplishments

Efficient performance with a high level of acumen in:

- Budget preparation, financial management and reporting, cash management, grant and asset accounting, internal controls, debt management, and performance measurement.
- Thorough knowledge of both GASB and FASB accounting.
- Awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting and Distinguished Budget Presentation Award

Technical Skills:

- Experience in financial systems selection and implementation.
 - Microsoft Office Word, Excel, PowerPoint
 - Experienced in using various accounting software packages.
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Professional Experience

Director of Finance, City of North Lauderdale, FL 2015-Present

- ◆ Direct daily activities of the Finance Department including accounting and financial reporting, accounts payable, payroll, purchasing, investments, debt administration, and utility billing.
- ◆ Develop annual budget and present to Commission through a series of public workshops and meetings.
- ◆ Strategic Planning including program and funding alternatives

Chief Financial Officer, North Lauderdale Recreation Foundation, FL 2015-Present

- ◆ Manages finances for 501(c)(3)

Assistant Director of Finance, City of West Palm Beach, FL 2015-2015

- ◆ Direct daily activities of the Finance Department including treasury management, accounting and financial reporting, budget, grants, cash management, and debt administration.
- ◆ Analyze financial reports, prepare fiscal analysis and reports, and complete special projects.
- ◆ Participate in Strategic Planning with Mayor and City Administration.
- ◆ Evaluate software alternatives for budget, long-term financial planning, and transparency.
- ◆ Bond issues and refundings.

Budget Manager, City of West Palm Beach, FL

2013-2015

- ◆ Direct preparation of annual budget (\$408 million) and manage the Truth in Millage process.
- ◆ Evaluate fiscal impact of agenda items and generate budget resolutions.
- ◆ Analyze alternative service delivery methods for financial viability, develop policies and procedures, and implement internal controls.
- ◆ Banking relationships and investment management
- ◆ Serve on Investment Committee, Policy Working Group, and VEBA Board

Accounting Manager, Broward County, Ft. Lauderdale, FL

2010-2013

- ◆ Direct daily operations of Finance Department including financial reporting, financial management, payroll, accounts payable, fixed assets, project accounting, and grants management.
- ◆ Manage preparation of annual budget (\$140 million).
- ◆ Actively participate in three bond issuances and oversight of \$292 million in outstanding debt.
- ◆ Serve on Information Technology committees for evaluation, implementation, and testing of accounting software, time and attendance system, ERP, and revenue management software.

Senior Accountant, Broward County, Ft. Lauderdale, FL

2009-2010

- ◆ Prepare quarterly financial statements, monitor operating and capital budgets, and oversee performance management reporting.
- ◆ Prepare State and Federal grant reimbursement requests and periodic reports, including the annual Schedule of Expenditures of Federal Awards (SEFA).
- ◆ Monitor operating and capital budgets and prepare or review agenda items.
- ◆ Analyze fiscal activities and make forecasts based upon revenue and expenditure patterns.
- ◆ Serve as I.T. Liaison and trainer on County financial software

Accountant III, Broward County, Ft. Lauderdale, FL

2002-2009

- ◆ Monitor \$200 million capital budget, approve requisitions for capital purchases, track construction in progress, and record assets
- ◆ Prepare State and Federal grant reimbursement requests and periodic reports, including the annual Schedule of Expenditures of Federal Awards (SEFA).
- ◆ Supervise Accounts Payable and Payroll staff.
- ◆ Oversee performance management reporting and annual physical inventory of assets.
- ◆ Serve as FEMA liaison during 2004 – 2009 hurricane seasons.

Accountant II, Broward County, Ft. Lauderdale, FL

2001-2002

- ◆ Prepare monthly account reconciliations and make any adjusting journal entries.
- ◆ Input monthly recurring journal entries.
- ◆ Input fixed assets, monitor disposals, and run annual depreciation.
- ◆ Review 200+ employee time sheets for accuracy and key into payroll system.
- ◆ Calculate monthly sales tax remittance and submit reports.

Controller, Fulfillment Direct, Inc., Weston, FL

2000-2001

- ◆ Implement procedures and internal controls for accounting, purchasing, and inventory for this newly formed company. Implement new company operations software (Ecometry)
- ◆ Assist in new customer contract pricing; perform cash management, cash flow analysis; prepare budgets and monthly forecasting.
- ◆ Prepare monthly financial reports.
- ◆ Manage banking relationships.

Accounting Manager, Audio Intelligence Devices, Inc., Coral Springs, FL

1997-2000

- ◆ Direct daily functions in accounts payable, payroll, and accounts receivable.
- ◆ Prepare monthly financial reports and annual budget.
- ◆ Analyze and reconcile G/L and inventory accounts; review standard cost accounting; examine cost variances and made adjustments.

Boards, Committees, and Memberships

- ◆ City of West Palm Beach
 - Investment Committee
 - Policy Working Group
 - IT Steering Committee
 - VEBA Board Executive Management I & II Representative
- ◆ GFOA
 - Distinguished Budget Award Review Panel
- ◆ FGFOA
 - Co-Chair: Conference Host Committee (2016/2017)
 - Chair: Webinar Committee (2015/2016)
 - Membership Development Committee (2014/2015)
 - Webinar Committee (2014/2015)
- ◆ South Florida Chapter of FGFOA

Education and Licensure

- ◆ Master of Accounting, Nova Southeastern University, June 2011
 - Graduated with Honors
 - Member: Sigma Beta Delta International Honor Society
- ◆ Bachelor of Science - Accounting, Florida International University, April 2001
- ◆ Certified Public Accountant (Florida) – License AC44963
- ◆ Certified Government Finance Officer (CGFO)