

JONISE S. LOUIS, MPA

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MUNICIPAL FINANCE AND BUDGET PROFESSIONAL

Tenacious, resourceful, and growth-oriented professional with over eight years of experience meticulously executing municipal financial services and budgeting with the highest degree of integrity and confidentiality. Highly skilled in producing top-notch deliverables in an expedited fashion while adhering to organization objectives.

PROFESSIONAL EXPERIENCE

Special Projects Coordinator, Police Department
City of Hallandale Beach, Hallandale Beach, FL

August 2011 – Present

Develop and manage the department's annual budget (Approx. \$20M in General Fund, \$200K in Law Enforcement Trust Fund, \$200K in Equitable Sharing Fund, and \$100K in various grants). Approve timesheets and process payroll for entire department (147 Police and Civilian Staff).

Source, analyze, and select the most cost-effective products/vendors consistent with department needs. Process 100+ invoices per week, generate requisitions, monitor purchase orders, and manage contracts.

Accurately perform trend analysis and complex forecasting and communicate effectively with staff to stay consistently under budget:

- Increased interdepartmental cooperation by breaking down silos and bringing together four Division Commanders to draft annual budgets. Led meeting and provided Commanders with comprehensive expenditure reviews and revenue projections to properly allocate funds.
- Prepare and present final budget documents to city's Budget Committee.

Make critical financial decisions in accordance with the department's strategic plan:

- Assess financial needs of divisions and determine priorities within the means of available fiscal resources. Execute the funding of projects in alignment with agency policies.
- Continually monitor budget, analyzing data and generating monthly reports on actual revenue and expenses compared to budgeted projections. Investigate overages and process budget transfers. Amend the budget, as needed.
- Oversee the administration of grant budgets. Request change of scope, if necessary.

Ensure financial compliance with department policies, as well as laws and regulations:

- Audit and process invoices, ensuring all information is correct and complete prior to submitting the invoice for payment.
- Review and update purchasing procedures to ensure that they are consistent with agency policies, federal/state laws, and local ordinances.

Improve processes and maximize efficiency:

- Automated invoice system for procurement of uniforms. Drastically reduced individual order processing time from several days to 15 minutes.
- Introduced initiative to streamline employee time tracking by increasing user adoption of Kronos software, replacing redundant and tedious manual timesheet submission process.

Provide departmental leadership:

- Developed and implemented Police-specific Munis End-User Training for Command Staff and other personnel with purchasing authority.
- Serve as the department's webmaster and on the City's Website Development Committee.
- Served as a member of the department's Awards Committee.

Social Science Department Teacher, Piper High School
School Board of Broward County, Fort Lauderdale, FL

October 2010 - June 2011

Developed course objectives and lesson plans aligned with school-wide strategies. Tracked and analyzed student performance. Cultivated excellent student/teacher interaction and accommodated the various learning styles of students.

Accounting Clerk I, Police Department Finance and Budget Office
City of Fort Lauderdale, Fort Lauderdale, FL

May 2007 - October 2010

Worked closely with the Budget Coordinator to prepare annual department budget (Approx. \$90M in General Funds, \$10M in Revenue and \$3M in Trust Funds). Prepared executive summaries and conducted cost-analysis during the budget preparation process.

- Brought 50+ procurement card accounts into compliance by training all card users on proper policies and procedures, resulting in perfect audit by end of quarter. Brought month-end closing activities to current status and reconciled statements.
- Utilized advanced excel skills to establish a more efficient process for classifying, recording, and summarizing numerical and financial data to maintain financial records.

EDUCATION

Master of Public Administration

Florida International University, Miami, FL, 2011

Bachelor of Science in Political Science/Public Administration Bachelor of Criminal Justice

Cum Laude Honors, Dean's List

Florida Agricultural & Mechanical University, Tallahassee, FL, 2007

CERTIFICATIONS

Grant Writing

Grant Writing USA, 2015

Grant Management

Grant Writing USA, 2015

**IS100 Incident Command System, IS700
National Incident Management System
(NIMS), IS800 National Response Framework**
FEMA Emergency Management Institute, 2013

TECHNICAL/LANGUAGE SKILLS

Accounting Software: Tyler Munis, SunGard HTE (AS400), QuickBooks, FAMIS GUI and
SunTrust Bank Card Manager Programs (Enterprise Spend Platform)

Proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher, Outlook)

Fluent in speaking, reading and writing Haitian Creole

ORGANIZATIONS/COMMUNITY INVOLVEMENT

Big Brothers Big Sisters of Broward County
Delta Sigma Theta Sorority, Incorporated
Delta Education and Life Development Foundation