

# *Kathleen Campbell*

2500 E Aragon Blvd, Unit 1 ~ Sunrise FL 33313

954-380-4422 (home) ~ 561-386-0338 (cell)

kath.camp@hotmail.com

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**Certified Public Accountant with strong analytical and technical accounting skills, and over ten years of progressive experience in governmental and public accounting**

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## **SUMMARY OF QUALIFICATIONS:**

- A highly motivated, detailed oriented, efficient and organized Certified Public Accountant with a verifiable record of accomplishment in financial statement preparation and auditing.
- Possess strong, analytical and problem solving skills with the ability to make well thought out decisions.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects and effective at multi-tasking.
- Highly creative, recognized as a results-oriented and solution focused individual.
- Quick learner with the ability to effectively and efficiently work with clients and staff at varying levels.
- Strong written and verbal communication skills.

## **EDUCATION & CERTIFICATIONS:**

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<b>Certified Government Finance Officer (CGFO)</b>	In process
<b>Certified Public Accountant (CPA), State of Florida</b>	2011
<b>Master of Science in Accounting and Taxation, Nova Southeastern University, Florida</b> (Graduated with a 3.88 GPA)	2006
<b>Bachelor of Science in Professional Management, Nova Southeastern University, Florida</b> (Graduated with a 3.78 GPA)	2002
<b>ACCA (Association of Chartered Certified Accountants) level 1, ACCA, United Kingdom</b>	2000
<b>Diploma in Business Administration -Accounting, University of Technology Jamaica</b>	1994

## **EXPERIENCE:**

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<b>Director of Finance, Children's Services Council (CSC) of Broward County, Florida</b>	2015 – present
<b>Controller &amp; Finance Manager, Children's Services Council (CSC) of Broward County, Florida</b>	2011 – 2015
<ul style="list-style-type: none"><li>▪ Oversee the preparation and analysis of all financial transactions and related reporting systems</li><li>▪ Provide oversight of operational and administrative controls within the finance department.</li><li>▪ Manage the contract compliance aspects of all CSC funded provider agencies.</li><li>▪ Supervise a cadre of seven (7) accounting personnel</li><li>▪ Coordinate the annual audit with the independent auditing firm.</li><li>▪ Prepare monthly financial statements and other related reports.</li><li>▪ Participate in the preparation of the CSC's award winning Comprehensive Annual Financial Report (CAFR)</li></ul>	
<b>Senior Accountant, Town of Pembroke Park, Florida</b>	2009 –2011
<ul style="list-style-type: none"><li>▪ Assisted the Director of Finance &amp; Budget in special projects, year-end reports and budget preparation</li><li>▪ Processed the weekly payroll, prepared quarterly tax and monthly pension returns</li><li>▪ Prepared journal entries to adjust general ledger accounts and close the books.</li><li>▪ Timely recorded revenues and expenses and reconciled bank statements</li><li>▪ Conducted pre and post audit assignments and assisted with the preparation of the CAFR</li></ul>	

- Senior Accountant, Keefe McCullough & Company LLP, Ft Lauderdale, Florida** 2008 -2009
- Staff Accountant, Keefe McCullough & Company LLP, Ft Lauderdale, Florida** 2006 -2008
- Successfully planned and administered small and medium sized audit engagements including audits of local governments, non-profit organizations, and privately owned companies in the health care and construction industries.
  - Conducted Federal and State single audits, Department of Transportation Overhead audits and audits of Employee Benefit Plans.
  - Prepared Federal and State tax returns for corporations and individuals.
- Graduate Administrative Assistant, Nova Southeastern University, Ft Lauderdale, Florida** 2005 -2006
- Assisted the Director of Project Management in the successful implementation of IT solutions university- wide
  - Prepared presentations and other distribution materials for project meetings.
- Compliance Inspector, Actg. Manager Loan Administration, National Housing Trust, Jamaica** 1992-2004
- Successfully planned and coordinated the activities relating to the recovery of contribution and mortgage arrears.
  - Conducted risk assessments, developed work plans, prioritized and scheduled work activities to accomplish goals.
  - Prepared monthly, quarterly and annual operational reports.
  - Performed compliance audits of large and medium sized companies within the mining and hospitality industries.

**COMPUTER SKILLS:**

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- Proficient in the use of Microsoft Office, Microsoft Dynamics Great Plains Accounting Software, Management Reporter, System and Administrative Management Information System (SAMIS), Laserfiche, Creative Solutions Accounting, CS Engagements, CS Fixed Assets, Prosystem Tax, Quick Books, Servant Keeper Contribution and Membership Software, Cougar Mountain Fund Accounting , and CMI Fixed Assets.

**OTHER INTERESTS:**

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- Member of the Florida Government Finance Officers Association (FGFOA) Technical Resources Committee
- Member of the Government Finance Officers Association (GFOA)
- Member of the South Florida Government Finance Officers and City Clerks Association (SFGFOCCA)
- Finance Director and member of the Executive Board of Victory Place International Worship Center, Inc.
- Volunteered with the United Way Reading Pals program as a mentor during 2012-2013 at Endeavour Primary Learning Center, Lauderhill Florida.
- Volunteered with the Coral Springs Squadron of the Civil Air Patrol, United States Air Force Auxiliary.
  - Rank- 2<sup>nd</sup> Lieutenant. - Logistics and Finance. - 2011-2014.