

Susan A. Gooding-Liburd, CPA, CGFO
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Summary:

- Over Twenty-five years of governmental financial reporting and auditing experience.
- Highly motivated with excellent communication and presentation skills.
- Excellent customer-relations and problem-solving skills.

Employment:

01/16 – Present Assistant City Manager/Financial Services Director
City of Lauderdale Lakes

Responsibilities: As the Financial Services Director, my duties were to report directly to the City Manager. My responsibilities cover the Finance Department (Accounting, Grant management, Purchasing, Information Technology, and Administration), City Manager Office-Administration. Plan, prepare and publish the City's Comprehensive Annual Financial Report (CAFR). Represents the City during negotiations for new administrative building with various financial institutions, selecting the City auditor, attend Commission meetings; represent the City at various meetings inside as well as outside the Cities. Work closely with the Community Redevelopment Agency director, department heads, grantor agencies, other governmental entities, as well as private organization to ensure the City is represented. Prepare quarterly financial statement and provide training seminars as needed.

09/13 – Present *Financial Services Director*

Responsibilities: As the Financial Services Director, my duties were to report directly to the City Manager. My responsibilities cover the Finance Department (Accounting, Grant management), Customer Services (Utilities). Plan, prepare and publish the City's Comprehensive Annual Financial Report (CAFR). Represents the City during negotiations for new administrative building with various financial institutions, selecting the City auditor, attend Commission meetings; represent the City at various meetings inside as well as outside the Cities. Work closely with the Community Redevelopment Agency director, department heads, grantor agencies, other governmental entities, as well as private organization to ensure the City is represented. Prepare quarterly financial statement and provide training seminars as needed.

04/12 – 09/13 Urban League of Broward County
Fort Lauderdale, FL
Controller

Responsibilities: As the Controller, my duties are to report directly to the Vice-President of Finance Administration. My responsibilities cover the Finance Department (Accounting, Budget, Cash Management and Grant Management). Prepare and publish the

Agency' Budget and Annual Audited Financial Report. Coordinate the annual audit with external Auditor as well as any Programmatic Audit. Ensure that the Agency is in full compliance with all Federal, State and Local requirement as they pertain to our grants and contracts. Supervise and coordinate all work as they relates to the budgetary control of revenue and expenditures. Report quarterly to our foundation donors. Update, develop and implement accounting policies and procedures for the Finance Department. Manage all personnel activities of the department.

10/10 – 3/12 *Consultant* – Government audits and Business Consultant. Miami-Dade County General Fund, Miami-Dade School Board, City of Miami and City of Miami General Employees' and Sanitation Employees' (GESE) Pension Fund.

01/09 – 10/10 City of North Miami Beach
North Miami Beach, FL
Director of Financial Services

Responsibilities: As the Director of Financial Services, my duties were to report directly to the City Manager. My responsibilities covers the Finance Department (Accounting, Budget, Grant management), Customer Services (Utilities), Procurement Management, and Information Technology. Plan, prepare and publish the City' Budget and Comprehensive Annual Financial Report (CAFR). Represents the City during Union negotiations, selecting the City auditor, Chair various committees with the organization and present the City's initiatives to various boards, Council meetings and organization inside and outside the City of North Miami Beach. Work closely with the Community Redevelopment Agency personnel, department heads, grantor agencies, other governmental entities, as well as private organization to ensure the City is represented. Currently chair the Reserve Committee for the City's CARE (Comprehensive Analysis of Revenue and Expenditure) program. Publish the City's Budget at a Glance flyer, which provide a synopsis of the City Budget. Prepare monthly financial statement and provide training seminars as needed.

09/03 – 01/09 City of Miramar
Miramar, FL
Assistant Finance Director

Responsibilities: As the Assistant Finance Director, my duties were to report directly to the Finance Director. Plan, prepare and publish the City's Comprehensive Annual Financial Report (CAFR). Work in close relationship with our external auditor to ensure the fair presentation of our CAFR. Ensure the preparation of monthly, quarterly, annual budgetary and financial reporting is completed for distribution to our various Commissioners, Grantor Agencies, Department Heads and the general public as required. Ensure that the City is in full compliance with all Federal, State and Local requirement as they pertain to our grants and contracts. Represent the department at various Commission, City and Community meetings. Responsible for the day-to-day operations of the department and manages the Payroll, Account Receivable, Accounts Payable, General Ledger, Utility, Customer Service, Grant and Cashier division of the department. Supervise and coordinate all work as they relates to the budgetary control of revenue and expenditures. Update, develop and implement accounting policies and procedures for the Finance Department. Manages all personnel activities of the

department, also provide technical assistance to other municipalities and other programs on an as needed basis.

10/01 – 09/03 South Florida Regional Planning Council
Hollywood, FL
Finance Director

Responsibilities: As the Finance Director, my duties were to report directly to the Executive Director, and represent the agency at various Council meetings. Ensured the preparation of monthly, quarterly, annual budgetary and financial reporting is completed for distribution to the various Council members, Grantor agencies and the general public as required. Ensured that the Council is in full compliance with all Federal, State and Local requirements as they pertain to their grants and contracts. Work in close relationship with our external auditor to ensure the fair presentation of our Comprehensive Annual Financial Report (CAFR). Managed, supervised and coordinated all work as they relates to the budgetary control of revenue and expenditures. Responsible for all personnel activities for the agency, along with the Supervision of the Payroll and Account Payable functions. Provided technical assistance to other municipalities and other programs on an as needed basis.

05/99 – 10/01 City of Miami
Miami, FL
Department of Management and Budget (10/00 – 10/01)
Assistant Director of Budget

Responsibilities: As the Assistant Director, reported directly to the Director of Management and Budgets, and represented the department at various meetings including presentations to the Board of Commissioners. Worked closely with the other Department Directors in the preparation of their annual department budgets. Ensured that the established goals and policies were obtained, supervised the preparation of monthly and annual budgetary and financial reporting, directed various aspects of the annual budgetary process, and performed financial forecasting on various projects as requested by the Board of Commissioners. Supervised and coordinated work relating to budgetary control of revenues and expenditures. Coordinated the City's Cost Allocation Plan and the City's Five Year Capital Improvement Plan for the fiscal year, and any other related activities required to perform my job.

City of Miami
Department of Community Development (4/00 – 9/00)
Fiscal Administrator

Responsibilities: As the Fiscal Administrator, developed all reporting systems and fiscal management policies to comply with the State of Florida and Housing and Urban Development (HUD) regulations. Redesigned the financial reporting system of the Department of Community Development. Administered Federal and State funds for various programs within the Department of Community Development in establishing the annual and long-term policies and fiscal goals for the Department and in reporting them to the Mayor and the Commissioners. Assisted other City's Department in their daily accounting, financial and reporting functions. Formulated annual forecasts of the Department's cash flow and risk exposure and prepared the annual budget. I have great knowledge of various Government funded programs, budget and audit requirements of Federal Departments such as HUD, Department of Labor, and Department of Human Services. Designed and maintained internal control policies and procedures to enhance full compliance with all Federal, State and Local

regulatories. Represented Community Development in the review of systems and data collection conducted by funding sources. Worked with Directors in the reviewing of department monthly fiscal projections and budget variances. Regularly reviewed the recommendations to insure adequate coverage. Managed and directed staff of twelve, which consisted of four Budget and Fiscal Advisors, six Fiscal Assistants, Administrative Aide and Clerk.

City of Miami
Finance Department (5/99 – 4/00)
Chief Accountant

Responsibilities: As the Chief Accountant, developed and updated existing accounting guidelines, policies, and procedures; supervised Personnel in the Accounts Payable, Payroll and General Ledger divisions. Maintained the City of Miami General Ledger for all funds. Directed and coordinated the preparation of the financial statements; coordinated monthly and year-end closings, conducted training of staff; evaluated and recommended changes to the City of Miami chart of accounts to be in compliance with regulatory agencies, advised the Finance Director on departmental matters and recommended improvements and/or revisions to enhance accountability and maintenance of accounting data. Participated successfully in training programs offered to increase the individual skills and proficiency related to assignments; kept abreast of current developments, literature, and technical sources of information relative to my responsibility, ensured adherence to good safety procedures.

1996 – 1999

Senior Consultant/Advisor/ Auditor

Responsibilities:

- Supervised, planned and performed audit engagements
- Budget preparation for engagement
- Performed functional testing of internal controls
- Prepared audited financial statements in accordance with GAAP.
- Prepared audited financial statements in accordance with GASB reporting requirements.
- Audited Insurance, Hospitality, Governmental and Not-for-profit entities.
- Prepared various types of Corporate, Individual, and Not-for-profit tax returns.
- Worked on joint ventures audits with the following Big 5's Clients:
 - KPMG
 - Deloitte & Touché
 - Arthur Anderson
 - McGladrey

Additional duties and responsibilities as Senior Consultant/Advisor:

- Assured the adequacy and accuracy of the auditee accounting system.
- Evaluated the clients internal control procedures.
- Reviewed the auditee indirect cost allocation plan.
- Advised client's directors on audit matters and recommend improvements or revision.
- Performed compliance and program audits.

- Performed presentations to clients on a wide range of governmental accounting issues.
- Kept abreast of accounting standards and current developments.
- Recommended revision to Director, President, Audit Committee and Board of Directors on entity accounting and internal control system and procedures.

Education:

1999 - Certified Government Finance Officer (CGFO)

Florida International University

Miami, Florida

Certificate-Executive Development and Leadership Program

1998 - Certified Public Accountant (CPA)

Nova Southeastern University

Fort Lauderdale, Florida

1995 – Masters Degree – Accounting

1991 – Masters Degree – MBA (Business Administration)

Florida State University

Tallahassee, Florida

1984 – Bachelors Degree – Finance & Business Administration

Professional Affiliations/Experiences:

Member American Institute of Certified Public Accountant (AICPA)

Member of Florida Institute of Certified Public Accountant (FICPA)

Member of Florida Government Finance Officers Association (FGFOA)

Member of Government Finance Officers Association (GFOA)

Vice-chair person for GFOA Special Reviewer Committee

Reviewer of GFOA Certification of Achievement in Financial Reporting

Former Board Member of South Florida Government Finance Officer Association.

Financial Advisor – Church and Local foundation.

Proficient in various computer applications and software packages.

References and Salary History Available Upon Request