

Elise Adler-Hogan

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EDUCATION:

MASTER OF SCIENCE IN ACCOUNTING 1991
DREXEL UNIVERSITY, PHILADELPHIA, PA

BACHELOR OF SCIENCE IN ACCOUNTING 1983
PHILADELPHIA COLLEGE OF TEXTILES & SCIENCE, PHILADELPHIA, PA

CERTIFIED PUBLIC ACCOUNTANT (INACTIVE)

PROFESSIONAL EXPERIENCE:

CITY OF COCONUT CREEK, FL

SENIOR ACCOUNTANT - JUNE 7, 2008 - PRESENT

- * PLAN, COORDINATE, DIRECT AND PARTICIPATE IN THE ANNUAL AUDIT, INCLUDING CAFR PREPARATION.
- * UNDER DIRECTION OF FINANCE DIRECTOR, PURCHASE PUBLIC FUNDS CERTIFICATES OF DEPOSITS AND FEDERAL AGENCY ISSUES.
- * PREPARE MONTHLY INVESTMENT REPORT FOR DISTRIBUTION TO CITY MANAGER AND COMMISSIONERS.
- * PRIMARY LIAISON WITH AUDITORS, BANKS AND VARIOUS VENDORS.
- * AUTHORED REQUESTS FOR PROPOSALS FOR AUDITING, BANKING AND CREDIT CARD PROCESSING SERVICES.
- * AUTHORED CITY REVENUE MANUAL.
- * RESEARCHED STATE/FEDERAL STATUTES AND BEST PRACTICES TO WRITE CELL PHONE, FUND BALANCE AND INVESTMENT POLICIES.
- * RESEARCHED AND IMPLEMENTED GASB STATEMENTS 45, 51, 54 AND 68
- * TRAIN AND SUPERVISE ACCOUNTANT AND ACCOUNTING TECHNICIAN.

CITY OF FORT LAUDERDALE, FL

ACTING CITY TREASURER - FEBRUARY, 2008 - MAY 31, 2008

IN ADDITION TO THE DUTIES UNDER ACCOUNTANT II;

- * DIRECT SUPERVISION OF TREASURY PERSONNEL.
- * PREPARE DEPARTMENTAL BUDGETS, INCLUDING FORECASTING OF REVENUES AND DEBT SERVICE PAYMENTS.
- * ADMINISTRATION OF CITY INVESTMENT POLICY AND INVESTMENT ACTIVITIES.
- * MAINTAIN CITY BANKING RELATIONSHIPS.

ACCOUNTANT II; TREASURY DIVISION - JANUARY, 2003 - FEBRUARY 2008

- * PREPARATION OF FINANCIAL STATEMENTS FOR ENTERPRISE AND DEBT SERVICE FUNDS.
- * GRANT ACCOUNTING FOR ENGINEERING AND PARKS AND RECREATION GRANTS, INCLUDING SEFA.
- * CALCULATE DEBT SERVICE COVERAGE FOR ALL BOND ISSUES AND WROTE DEBT SERVICE NOTE FOR COMPREHENSIVE ANNUAL FINANCIAL REPORT.
- * PREPARE AMORTIZATION SCHEDULES FOR DEBT ISSUES.
- * INITIATE DEBT SERVICE DEBT SERVICE PAYMENTS.
- * LIAISON BETWEEN ARBITRAGE COMPLIANCE CONSULTANT AND THE CITY.
- * PARTICIPATED IN DEBT ISSUANCE.
- * REVIEW OF BOND COVENANTS FOR COMPLIANCE.
- * RECONCILIATION OF UTILITY BILLING SUBSYSTEM TO ACCOUNTING SYSTEM.

- * ACCOUNT ANALYSIS AND VARIANCE REPORTING.
- * WROTE REQUEST FOR PROPOSALS FOR CREDIT COLLECTION, CREDIT CARD PROCESSING, BANKING AND ARBITRAGE COMPLIANCE SERVICES.
- * TEAM MEMBER OF NEW UTILITY BILLING SYSTEM INSTALLATION.

FIDELIO CRUISE, INC. JANUARY, 2002-JANUARY, 2003

FORT LAUDERDALE, FL

STAFF ACCOUNTANT

- * SUPERVISED ACCOUNTS RECEIVABLE AND PAYABLE.
- * BALANCED INTER-COMPANY ACCOUNTS.
- * PREPARATION OF FINANCIAL STATEMENTS.
- * PREPARATION AND REVIEW OF GENERAL LEDGER ACCOUNT ANALYSIS.

WILDCAT ADVENTURES, JULY, 1999 - JANUARY, 2005

VICTORIA, B.C. CANADA

OWNER AND OPERATOR

- * MANAGE AND DIRECT OFFICE OPERATIONS.
- * COORDINATE TOURS

PANZANO & PARTNERS, LLC. JUNE, 1988-JULY, 1999

MT. LAUREL, NJ

CONTROLLER

- * SUPERVISED DEPARTMENT RESPONSIBLE FOR FINANCIAL STATEMENTS AND ANALYSES FOR CEO REVIEW.
- * SELECTED AND INSTALLED PC NETWORK AND INDUSTRY SPECIFIC SOFTWARE, ELIMINATING MANUAL ACCOUNTING SYSTEMS.
- * HIRED AND SUPERVISED CREDIT MANAGER AND UPGRADED CREDIT/COLLECTION PRACTICES.
- * INSTITUTED FINANCIAL POLICIES, PROCEDURES AND CONTROLS FOR ALL DIVISIONS.
- * FUNCTIONED AS PRIMARY LIAISON BETWEEN FINANCIAL AND LEGAL COUNSEL AND MANAGEMENT.
- * WROTE COMPANY'S OPERATIONAL AND PERSONNEL PROCEDURES.
- * SELECTED VENDORS AND MANAGED COMPANY FRINGE BENEFIT PROGRAMS.

REFERENCES: AVAILABLE UPON REQUEST