

KAREN D. ELLIS

PERSONAL

Address: 735 Vinings Estates Drive SE
Smyrna, Georgia 30126

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EDUCATION

BS in Finance
Florida Atlantic University, Boca Raton, Florida

SUMMARY OF RELATED EXPERIENCE

2020 - Now	<u>CITY OF POWDER SPRINGS, GA</u> Population 15,400 Firector of Finance
2012 - 2020	<u>CITY OF SANDY SPRINGS, GEORGIA</u> Population 108,797 Director of Finance & Administrative Services / CFO
1998 - 2012	<u>SEVERN TRENT ENVIRONMENTAL SERVICES, INC.</u> Coral Springs, Florida
2011 - 2012	Interim Director of Finance for City of Sandy Springs, Georgia
2005 - 2011	Director of Treasury Services
2003 - 2005	Finance Director
1998 - 2003	Staff Accountant / Accounting Manager

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October 22, 2020

Panama City, Florida

RE: Chief Financial Officer, October 2020

To Whom It May Concern,

I would like to express my interest in the Chief Financial Officer posting with Panama City Florida and pursue the opportunity to apply my expertise in the industry. When reviewing the job description, I was thrilled to discover how well my experience aligns with your needs and requirements. I am drawn to apply because, from reading the City's website, I feel your core mission and culture suit what I offer as a professional.

As an adept Finance Officer, I have a well-rounded background in municipal finance which makes me an ideal fit for the position. Additionally, I am a proven expert in decision-making skills and a consistent collaborator. My previous roles have strengthened my abilities in problem-solving and team building, as well as my focused attention to detail and high accuracy.

I am thrilled at the prospect of bringing my talents to Panama City. Please contact me at your earliest convenience to further discuss how my work history and personality fit the Chief Financial Officer role.

Thank you for your time and consideration.

Sincerely,

Karen Ellis

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Objective:

With over twenty years of experience as a finance management professional, I would like to use my experience with private and governmental entities to provide efficiency and effectiveness with a primary focus in accounting, financing and bond management.

Experience:

City of Sandy Springs Georgia

Sandy Springs, GA

Director of Finance & Administrative Services / CFO

1/2012-7/2020

- Supervision, direction, and evaluation of assigned staff, processes employee concerns and problems, counseling, disciplining, and providing regular performance feedback.
- Coordination of work activities of assigned departments; monitors status of work in progress and inspects completed work; consults with assigned staff to review work requirements, status of work, and problems; provides direction, advice, and technical expertise.
- Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; initiates any actions necessary to correct deviations or violations.
- Consults with City Manager as needed to review department activities, provide recommendations/technical expertise, resolve problems, or receive advice/direction.
- Troubleshoots problem situations; responds to complaints and questions; identifies irregularities and potential problems before they become crucial; researches variables and alternatives before making decisions; makes appropriate, unpopular, or difficult decisions in changing situations or under pressure.
- Manages a variety of special projects, programmatic, and community outreach initiatives. Serves on a variety of task forces, boards, and other collaborative teams. Worked side by side with City Manager and consultants on City Center project in relation to bond rating, bond financing, project review and construction finances.
- Preparation and review of annual budget.
- Preparation and review of annual audit and other annual required reporting.
- Review of all monthly financial statements, supplemental financial analysis reports.
- Implementation and oversight in software upgrades and conversions.
- Provide strategic planning for municipal financings.
- Preparing agenda items and making presentations to Council when required

**Severn Trent Environmental Services Inc. (now Inframark)
Coral Springs, FL**

Interim Director of Finance for City of Sandy Springs Georgia 7/2011-1/2012

- Management and review of over 20 employees, including staff accountants, accounts payable and payroll specialists, purchasing and administrative staff.
- Preparation and review of governmental client budgets.
- Preparation and review of all audits.
- Preparation and review of all monthly financial statements, supplemental financial analysis reports.
- Implementation and oversight in software upgrade and conversions.

Director of Treasury Services 9/2005-7/2011

- Oversight of assessments levied by over 100 special district governmental clients as well as preparation of annual tax rolls and lien books.
- Standardized tax roll process and calculation template for levying non ad valorem assessments
- Provide strategic planning for special district financings, assessment methodologies and existing bond refundings and restructures totaling over \$500 million.

Finance Director 9/2003-9/2005

- Management and review of over 20 employees, including staff accountants, accounts payable and payroll specialists, and administrative staff.
- Preparation and review of governmental client and internal corporate budgets.
- Preparation and review of all audits, including the City of Weston, during GASB 34 implementation.
- Preparation and review of all monthly financial statements, supplemental financial analysis reports.
- Implementation and oversight in software upgrades and conversions.

Staff Accountant /Accounting Manager 8/1998-9/2003

- Management and review of over 20 employees, including staff accountants, accounts payable and payroll specialists, and administrative staff.
- Preparation and review of governmental client and internal corporate budgets.
- Preparation and review of all monthly financial statements, supplemental financial analysis reports.

Education

BS in Finance – Florida Atlantic University, Boca Raton FL

Certifications

Current Member of Government Finance Officers Association
Current Member of Georgia Government Finance Officers Association
Previous Member of Florida Government Finance Officers Association
Working towards completion of CSLF's Certificate in Public Financial Management Program,
CPFM

Software Proficiencies

Microsoft Office
Manatron
Navigator/Navision
QuickBooks
Munis/Tyler Technologies

References

Available upon request