

JANETTE SMITH

PERSONAL

Address: 9010 SW 202 Terrace
Cutler Bay, Florida 33189

Contact: Phone: (305) 395-8761
Email: smithjanette@bellsouth.net

EDUCATION

Master of Accounting - 2000
B.S., Accounting - 1999
Florida State University, Tallahassee, Florida

B.S., Medical Technology - 1989
Appalachian State University, Boone, North Carolina

SUMMARY OF RELATED EXPERIENCE

2016 - Present	<u>CITY OF NORTH MIAMI BEACH, FLORIDA</u> Population 45,887
2019 - Present	Chief Financial Officer
2016 - 2019	Finance Director
2016	<u>CITY OF SUNRISE, FLORIDA</u> Population 95,458
	Assistant Finance Director
2015	<u>CITY OF FORT LAUDERDALE, FLORIDA</u> Population 182,595
	Treasurer
2011 - 2014	<u>CITY OF NORTH MIAMI BEACH, FLORIDA</u> Population 45,887
	Finance Director
2006 - 2011	<u>CITY OF HOMESTEAD, FLORIDA</u> Population 70,477
	Finance Director
2001 - 2006	<u>MARCUM, LLP</u> Miami, Florida
	In-charge Auditor, Assurance Division

JANETTE SMITH, CPA

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EXPERIENCE

City of North Miami Beach
Finance Director
Finance Director
Chief Financial Officer

North Miami Beach, Florida
December 2011 to September 2014
August 2016 to September 2019
October 2019 to present

Duties as Chief Financial Officer:

Supervisory responsibility for Finance, Information Technology, and Procurement Departments and the Water & Wastewater Utilities.
Preparation of the Comprehensive Annual Financial Report and Budget Document
Member of Union Negotiating Committees (IUPA and AFSCME)
Member of the Water & Wastewater Utilities Contract Negotiation Team
Member of the Water & Wastewater Utilities Transition Team (Transition from vendor provided services to City employee services)

Duties as Finance Director:

Direct Responsibilities:

Comprehensive Annual Financial Report
TRIM Compliance
Citywide Budget Preparation & Compliance
Quarterly Financial Reporting
Treasury & Cash Flow Management
Debt Management
Investment Management
Grants Management
General Ledger Account Auditing & Analysis
Departmental Policy & Procedure Manual

Oversight and monitoring:

Departmental Budget
Accounts Payable Processing
Accounts Receivable Processing
Payroll Processing
Miscellaneous Billing
Capital Asset Inventory
Police Officers' and Firefighters' Pension Plan
General Employees' Pension Plan
State Excise and Federal Payroll Tax Compliance

Coordination and Consulting Responsibilities:

City Commission
Internal Departments
Banks
Bond Counsel
Financial Advisor
City Attorney
External Audit Teams
Granting Agencies & Beneficiaries
Pension Plan Actuaries, Auditors and Third Party Administrators

City of Sunrise

Sunrise, Florida

Assistant Finance Director

January 2016 to June 2016

Assisted with preparation of the Comprehensive Annual Financial Report

In-depth account reconciliation

City of Fort Lauderdale

Fort Lauderdale, Florida

Treasurer

February 2015 to August 2015

Accomplishments:

Cash and Investments

Prepared Quarterly Investment Reports for 2nd and 3rd Quarters for presentation to Commission

Conducted an extensive cash flow analysis to determine appropriate operating cash levels

Created a Cash Management Policy

Created an OPEB Investment Policy and presented to OPEB Board of Trustees

Prepared an Internal Control Policy and Operating Procedures for cash receipts for the Department of Sustainable Development

Debt

Prepared the Annual Report to Bondholders for submission to the Electronic Municipal Market Access (EMMA) System

Issued \$7,603,000 CRA Tax Increment Revenue Note, Series 2015

Issuance of \$15,160,000 GOB Refunding Bonds, Series 2015, in process

Prepared an analysis of savings related to Taxable Special Obligation Bonds, Series 2012 (Pension Obligation Bonds)

Procurement

Procured an Arbitrage Calculation Specialist by quote

Prepared an RFP for Financial Advisory Services

Prepared a Bid document for an OPEB Trust Investment Manager/Advisor

Prepared an RFQ for a pool of Underwriters

Budget

Served as Secretary to the Revenue Estimating Conference Committee

Prepared Division Budget

Audit and Accounting

Finalized Stormwater Audit pending since December 6, 2011
Completed an Allowance for Doubtful Accounts and Bad Debt Policy

Professional Development

Completed 37 hours of Continuing Professional Education, 29 hours of City mandated training and 8 hours of other training

Oversight and monitoring daily operations of the Treasury Division

Ensure adequate cash balances to meet daily operating needs
Timely payment of all debt service
Accrual of all General Fund revenues for month-end closing

City of Homestead

Finance Director

Homestead, Florida

June 2006 to June 2011

Duties and responsibilities as outlined above with North Miami Beach with the addition of being a voting Board Member of:

Elected Officials' Retirement Trust
New Elected Officials' and Senior Management Retirement Plan
General Employees' Pension Plan

Marcum, LLP, fka Rachlin Cohen & Holtz, LLP

Assurance Division

Miami, Florida

October 2001 to June 2006

Served as the in-charge auditor on the following engagements:

17 audits of governmental entities
9 audits of not-for-profit entities
8 audits of governmental pension plans
5 audits of 401(k) pension plans

EDUCATION

Florida State University

Master of Accounting
B.S. Accounting (Summa Cum Laude)

Tallahassee, Florida

December 2000

May 1999

Appalachian State University

B.S. Medical Technology

Boone, North Carolina

July 1989

CERTIFICATION

CPA License Number AC 0034313

Since September 2001

REFERENCES

Available upon request