

# JUSTIN P. STANKIEWICZ

242 Howland Drive, Ponte Vedra, Florida 32081

440-570-1046

stankj24@gmail.com

## EDUCATION AND CERTIFICATIONS

---

May 2007      Bowling Green State University      Bowling Green, OH

- Bachelor of Science in Accounting
- Member of Beta Alpha Psi, University's business fraternity

## EXPERIENCE

---

2016-2018      **Nassau County Board of County Commissioners**      Yulee, FL  
***Office of Management Budget (OMB) Director***

- Served as the Board of County Commissioners (BOCC) designated County Budget Officer and managed the county's \$227 million budget
- Assisted the Board in developing a five-year strategic plan and adopted new budget and capital improvement plan (CIP) approaches. Managed and updated the County's CIP
- Plans, organizes, directs and supervises the fiscal operations for the BOCC to include: financial accounting; operational and capital budgeting; development and implementation of sound financial practices
- Worked with the Planning Department to reevaluate current recreation impact fees and develop accurate recreation construction costs necessary for long-term planning by securing and working with a third-party consultant.
- Headed the award of a Rails to Trail Program (RTP) Grant in the amount of \$153,990 that allowed the County to begin development of the 100 + acre Westside Regional Park
- Worked with outside consultants to develop and implement a model that will calculate the financial impact of new development on the County budget
- Developed tools to facilitate the use of data directly from the MUNIS accounting database for analysis, improving data integrity and reducing the risk of error by eliminating current manual processes. Reports and analyses were provided on both an ad-hoc basis and as part of the annual budget development process
- Planned and identified long-term goals and short-term priorities which drove the budgeting process and tied funding decisions to strategic directives
- Oversaw the State Housing Initiative Program (SHIP) that promotes affordable housing by awarding Down Payment/Closing Cost loans. Additionally, assisted home owners by awarding and overseeing home rehabilitations
- Prepares and reviews financial matters for the Board of County Commissioners
- Makes public presentations to the Board and various outside groups
- Analyze accounting pronouncements and their impact on County financial management
- Directly supervised Information Technology (IT) Department
- Oversaw and directed the daily operation of the OMB Department (includes budget, financial management, grants, affordable housing and NAU/rescue billing divisions). Provides personal management of assigned employees to include; leadership, guidance, technical assistance, prioritization of work, dissemination of information, training and career counseling
- Provided assistance in managing and coordinating activities of the Contracts Management/Procurement Division

2017-2018

**Nassau County Board of County Commissioners**

Yulee, FL

***Assistant County Manager/OMB Director***

- Appointed by County Manger to serve as Assistant County Manager and directly oversaw more than 150 employees including Animal Control, Hunan Resources, Fire Rescue, Extension Office, County Library and Information Technology
- Took citizen complaints and directed staff address issues and concerns
- Negotiated Fire Rescue Union contract and health insurance contract
- Served as County Manager in absence of the County Manager
- Handled personnel issues
- Implemented and enforced internal accounting controls
- Prepared and reviewed financial matters for the BOCC, which included but was not limited to bonds, grants, contracts, agenda requests, capital improvement and fleet planning, impact fees and mobility fees, financial actions as the result of developer agreements, unemployment, worker's compensation, Municipal Service Benefit Units, management requests and various other financial items.

2013-2015

**Union County Clerk of Courts**

Lake Butler, FL

***Chief Financial Officer***

- Prepared Fund and County-Wide financial statements and work with external auditors by providing answers to inquiries and furnishing requested records during annual audits
- Responsible for reporting and grant compliance for all BOCC federal and state grants
- Supervised subordinate financial staff for completeness and accuracy
- Responsible for the design and implementation of internal controls
- Preparation and oversight of County's annual budget by working with department directors, Constitutional Officers and County Commissioners
- Headed Board appointed auditor selection and insurance committees which resulted in an annual savings to the County of \$17,000 and \$106,000 respectively
- Attend monthly BOCC meetings and special meetings to answer questions and relay financial matters to the Board
- Implemented various cost saving measures by working and negotiating with vendors and financial institutions

2007-2013

**DDF CPA Group**

Orange Park/Starke, FL

***Audit In-Charge***

- Conducted audits of local governments for six years, including counties, municipalities and special districts
- Performed Single Audits in accordance with OMB Circular A-133 and Florida Single Audit Act
- Responsible for planning, performing and supervising local government and non-profit audit engagements
- Assisted local government clients in nonaudit services including, but not limited to, preparing U.S. Generally Accepted Accounting Principles (GAAP) financial statements, completing Annual Financial Report and providing recommendations to various accounting and operating issues encountered
- Supervised subordinate audit staff and trained new accounting staff

**SKILLS SUMMARY**

---

- Knowledgeable of governmental reporting standards, including Governmental

Accounting Standard Board (GASB) Statements and Generally Accepted Accounting Principles (GAAP)

- Experienced in evaluating internal controls systems to ensure proper checks and balances and promote accurate financial reporting
- Proficient with Microsoft Office products
- Experienced in Federal and State grant compliance requirements
- Compliant with financial and local governmental requirements in Florida Statutes and Florida Administrative Code
- Familiar with various accounting software, such as Munis, Sage MAS90, Sage BusinessWorks and QuickBooks
- Experience with working with County/City Commissioners, Constitutional Officers, governmental department directors, and governmental finance staff
- Effective problem solver; prioritize and manage heavy workloads without direct supervision

#### ACHIEVEMENTS AND COMMITTEES

---

- 2014, 2015, 2016 and 2017 speaker and presenter on the topic of intermediate governmental accounting at the Florida Government Finance Officers Association (FGFOA) School of Governmental Finance
- Current FGFOA Sub-Committee member for School of Governmental Finance's Accounting and Auditing Track
- One of twenty participants and graduates of the FGFOA's inaugural Leadership Program
- Chair of the County's Audit Selection committee
- Graduate of Leadership Nassau - 2016
- Past President of the Leadership Nassau Alumni Association
- Member of CCOC sub-committee that provided original guidance on accounting treatment related to change in funding method to all Clerk offices in Florida