

CARL BROWN

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EDUCATION

Master of Public Administration, Urban Planning Concentration Dec. 2013 (4.0 GPA)

East Tennessee State University (ETSU), Johnson City, TN

B. A. in Political Science May 1999

Occidental College, Los Angeles, CA

PROFESSIONAL EXPERIENCE

Manager Capital Prog. & Grants – Jacksonville Transportation Authority, Jacksonville, FL – Current

- Build and load the FY24 Supergrant application in FTA's TrAMS site
- Analyze all grants for variances, spending habits, and closeout procedures
- Write financial resolutions for JTA Board approval
- Liaise with Department Heads regarding project spending and closure of grant funding
- Review/setup awards/projects in Oracle and disseminate accounting strings to Departments
- Assist/Build FY 21/22/23/24/25 Capital Budgets

Assistant Manager Capital Prog. & Grants – JTA, Jacksonville, FL – June 2022 – May 2024

- Analyze all grants for variances, spending habits, and closeout procedures
- Write financial resolutions for JTA Board approval
- Liaise with Department Heads regarding project spending and closure of grant funding
- Review/setup awards/projects in Oracle and disseminate accounting strings to Departments
- Assist with FY22/FY23 Capital Budgets
- Review/perform Budget Adjustments

Manager of Accounting Services – Grants, City of Jacksonville, Jacksonville, FL., - January 2022 – June 2022

- Assist in the Single Audit, SEFA, and CAFR yearly development
- Approve FFR's, BT's, and JE's
- Compile information for auditors as requested
- Run trial balances and reports to analyze fund variances

Grants Administrator, Jacksonville Transportation Authority, Jacksonville, FL, July 2020 – January 2022

- Lead the Indirect Cost Rate Proposal project for submission to FTA and FDOT in order to obtain reimbursement for costs which would have otherwise been unrealized
- Review monthly progress reports for completeness & accuracy
- Assist with the FY21 Capital Budget
- Utilize Oracle and Trams to report on grant details and spend downs

Financial Reporting Analyst, City of Alexandria, Alexandria, VA, December 2017- July 2020

- Track and monitor General and non-General Fund revenue/expenditures (grants, state/federal aid, developer contributions)
- Assist in developing the annual CAFR
- Support daily Finance Department administrative operations (budget amendments/capital allocation, communications, JE's, workflow processes, council docket tasks)
- Analyze funds/grants to assess where bond draws and grant reimbursements need to be performed
- Serve on the COVID FEMA reimbursement team

Senior Fiscal Analyst, City of Tampa, Tampa, FL, June 2015-November 2017

- Maintain the Police and Fire Departments' budgets (\$243,000,000 total expenditures)
- Author and review City Resolutions appropriating/transferring funds
- Process Federal grants, setup Capital Improvement Projects, and perform monthly projections
- Track grant expenditures in the General Ledger and the Project & Grants module
- Serve on Request for Proposal committees
- Serve as the Fire & Police Department's lead for FEMA emergency reimbursement funds

Budget/Management Analyst, Department of Homeland Security, Santa Fe, NM, July 2014-June 2015

- Analyzed/maintained/audited and submitted the Agency's budget
- Tracked/maintained/audited the Agency's Federal grants

- Served in the absence of the procurement officer performing multiple duties using the statewide accounting system (SHARE) including: the creation of expenditure reports, creating pivot tables, creating funding streams for purchase requests, entering purchase orders, creating request for proposal, creating purchase modifications, and executing journal entries
- Ran the Fleet Department (33 cars)
- Assisted in running the Facilities Department

Municipal Technical Advisory Service Intern, Johnson City, Johnson City, TN, Jan. 2013- June 2013

- Assisted in analyzing/maintaining/auditing Johnson City's FY 2012/13 budget
- Assisted in planning/forecasting for FY 2013/14 budget
- Prepared spreadsheets and performed statistical evaluation
- Engaged in financial and performance analysis
- Used survey results and met with community leaders to develop a neighborhood plan for the Planning Dept.

Public Safety Consultant, Habersham County, Habersham County, GA, June 2012 - Sept. 2012

- Collected, assessed, and monitored EMS, Fire, and Police records to determine overall efficiency
- Developed spreadsheets and charts to communicate and delineate workload per incident
- Made recommendations to integrate databases for transparency, cost cutting, modification of shift hours, and restructure the deployment of forces
- Applied ArcGIS and SPSS statistical analysis to create kernel density hotspot maps reflecting vehicle accident locations/frequency and correlating variables

PROFESSIONAL DEVELOPMENT

Acting: Hosted a Nationally Televised AMC "Date Night Show"
 Performed on VH1's "Dance Cam Slam"
 Booked multiple commercials
 Trained for film/television/stage

Software: ORACLE, ORACLE CLOUD, HYPERION, MUNIS, SHARE, ArcGIS, Microsoft Office Suite (Extensive Excel/Power Point, Word), SPSS, Management Scientist

Certificates: VGFOA single audit, Multiple NIMS 100-700