

# 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

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

- 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