

Congratulations, You are the New Finance Director! Now What?

Licette Maldonado, Administrative Service Director City of Carpinteria



Career Path and Work Experience





- City of Camarillo 2010 to 2016
 - Accountant
 - Accounting Manager



- City of Oxnard 2016 to 2018
 - Utilities Finance Officer
 - Interim Assistant CFO



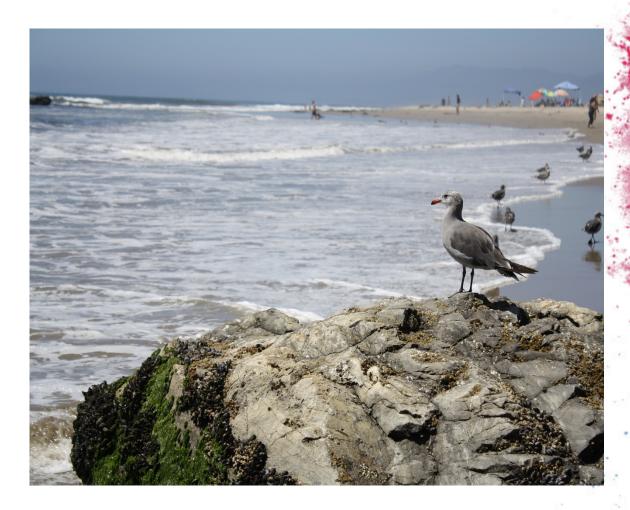
- City of Carpinteria Present
 - Administrative Services Director



City of Carpinteria



- Strong Management and Leadership
- City Council/City Administration relationship
- Fiscal Stability
- Great Community
- Low Staff Turnover
- Home of the "World's Safest Beach"





- Previous Administrative Services Director
- City Manager
- Department Heads
- Administrative Services Department Staff
- Budget
- Financial Reporting/Audit
- Processes and Procedures
- Policies





Accomplishments

- Budget Process
- Department Communication/Involvement
- New Processes and Procedures
 - Payroll
 - Accounts Payable
 - Accounts Receivable
 - New Forms
- New Financial System
- Staff Training
- Year End Audit



- Update and Implement New Policies
 - Cash Handling New
 - Purchasing Policy New
 - Travel Policy Update
- Finalize Financial Software Implementation
 - Business Licenses
 - Purchasing
 - Payroll In-House
- Audit Service
- IT Services

