

LONITA BROOME, CPPO, CFO

OBJECTIVE

A challenging executive level position that will require utilization of my purchasing, finance, accounting, leadership, communication, and analytical skills to positively impact organizational effectiveness.

EDUCATIONAL PREPARATIONS

Present	Doctor of Education in Organizational Leadership Walden University, GA (Anticipated completion year: 2023)
2001	Masters of Business Administration Troy State University, Troy, AL
1992	Bachelor of Business Administration University of West Georgia, Carrollton, GA

PROFESSIONAL WORK EXPERIENCE

CHIEF FINANCIAL OFFICER

2020-Present City Schools of Decatur Budget \$100M

Responsible for overall financial and support operations of the district including development and maintenance of annual budget and long-range financial projections for General, SPLOST, School Nutrition, and Special Revenue Funds. Manages the daily operations of cash flow, payroll, accounting, purchasing and accounts payable. Manages the daily financial operations of the district by ensuring purchases are made in accordance with board policy and procedures. Ensure accounts payable submit payments for approved invoices in a timely manner and all supporting documentation has been verified, approved and filed. Develop and implement processes to train applicable district employees and vendors on financial operations. Ensures financial processes and procedures are written and staff is trained. Serve as liaison for annual financial audit. Operate in a professional manner that is responsible and transparent.

CHIEF BUSINESS MANAGER

2016-Present Atlanta Police Department Budget \$250M

Directly responsible for developing the department's budget within the specified parameters, managing and overseeing the accounting, accounts payable, and contracts and procurement process for the department, engaging in financial planning and training, ensuring compliance on any audit-related expenditures or seizures, representing the department by attending various meetings; hiring, managing, and evaluating corporate services personnel, and serving as liaison in the department's legislative process with city council. Responsible for purchasing, contracts, accounts payable, grants, trust, personnel, budget, and all financial operations.

EXECUTIVE DIRECTOR OF BUSINESS SERVICES

2011-2016 Clayton County Public Schools, GA Budget \$600M

Led, directed, and managed the Business Services division for a large urban school district. Business Services departments included Accounts Payable, Grants, Special Purpose Local Option Sales Tax (SPLOST), Auditing, Finance, Accounting, Budget, Payroll, Purchasing & Contracts, Warehouse Operations, and Textbooks. Serve as liaison between district and auditors for annual financial audit.

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DIRECTOR OF PURCHASING AND OPERATIONS

2006-2011

Clayton County Public Schools, GA

Budget \$600M

Successfully managed the execution of daily tasks related to Purchasing and Risk Management departments including Purchasing, Contracts, Warehouse, Risk Management, Records Retention, P-card, Surplus, and Inventory. Managed the pre and post bidding process including writing specifications, advertising, evaluating, contract award and management.

BUYER

2003-2006

Fulton County Public Schools, GA

Budget \$1B

Responsible for the day-to-day operations of the purchasing department including soliciting, evaluating bids/proposals and facilitating committee meetings; Preparing cost analysis; meeting with vendors; writing specifications and ensuring quality commodities and services are delivered on time and within budget.

NOTABLE ACHIEVEMENTS

PURCHASING & INVENTORY

Over 20 years of extensive and progressive experience in financial, purchasing, and warehouse operations; Implemented first "How to do Business with Clayton County Public Schools" conference. Facilitated Request for Proposal process and negotiated contracts in excess of millions of dollars. Standardized products and services stocked at the warehouse eliminating \$3 million in inventory; Reduce inventory cost by over one million by establishing contracts for stocked items; Interpreted laws, contract terms and conditions, regulations, policies and procedures; Investigated bid/contract discrepancies, issued vendor complaints and responded to vendor protest; Wrote purchasing policies and procedures; Ensured purchases were in compliance with local policy and state and federal guidelines.

FINANCIAL OPERATIONS

Successfully and effectively managed over half a billion-dollar budget; Balanced a budget inclusive of a \$21.3 million deficit; Turned a \$21.3 million budget deficit into an \$8.5 million surplus by recommending reductions, applying for grants, monitoring spending, and maximizing revenues; Introduced and implemented multi-year budget projection for long term forecasting and planning. Continuous monitoring and managing of budget resulted in bonuses and salary increases for district employees after six years of no salary increases. Implemented tracking and reporting to monitor grant expenditures to ensure funds were expended prior to grant expiration. Implemented site-based budgeting. Served as liaison between external auditors and district. Saved school district in excess of 2 million by refunding existing bonds.

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LEADERSHIP AND MANAGEMENT

Provided direction and leadership to department heads in the areas of Accounting, Payroll, Finance, Purchasing & Contracts, Grants, SPLOST, Audit, Budget, Asset Management, Records, Retention, and Warehouse. Coached, evaluated, motivated, and supervised professional staff. Developed procedure manuals and succession plans for all areas; Wrote and updated district policies and regulations to ensure internal controls were in place to safeguard district's resources. Presented monthly financial and purchasing reports to governing boards and trained board members on purchasing and financial processes. Facilitated stakeholders' meetings and hearings regarding the budget process and budget development; Served on superintendent's executive cabinet and chief of police command staff. Advised superintendents, chief of police and governing boards on fiscal affairs.

CERTIFICATIONS/AWARDS/RECOGNITIONS

- ›Clayton County Public Schools 2016 Support Leader of the Year
- ›Fulton County Public Schools 2005 Professional of the Year
- ›Certified Purchasing Manager (CPM), Institute of Supply Management
- ›Certified Public Purchasing Official (CPPO), National Institute of Supply Management
- ›Certified Financial Officer (CFO), Carl Vinson Institute
- ›Certified Instructor for Institute of Supply Management
- ›Achievement for Excellence in Financial Reporting (2011, 2013, 2014) – Government Finance Officers Association
- ›Achievement of Excellence in Procurement (2008-2015) –National Institute of Government Purchasing