
JEFFREY COOPER

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PROFESSIONAL SUMMARY

Experienced State/Federal government financial professional looking to bring my communication, organizational, and other work skills to a great organization.

SKILLS

- 25+ years of Managerial experience in Federal/State Government budgeting/accounting/finance
- Proficient in Microsoft Excel
- Proficient in Microsoft Word
- Proficient in Microsoft Powerpoint
- Proficient in Microsoft Outlook
- Type 50+ WPM
- Strong written skills
- Strong verbal skills
- Highly organized
- Florida Accounting Information Resource (FLAIR)
- Understand Spanish (not fluent)

WORK HISTORY

Construction Accounting Supervisor, 05/2019 to Current

Greater Orlando Aviation Authority – Orlando, FL

I supervise the construction finance accounts payable section responsible for all payments for the new terminal at Orlando International Airport. We pay in excess of 60 payments per week totaling \$15,000,000 or more. I am responsible for month-end closing, monthly accruals, and working closely with budget staff to insure that all new items are tracked with requisitions completed. I supervise two staff to include establishing performance goals, monitoring performance, coaching, and evaluation.

Professional Accountant Supervisor, 07/2017 to 04/2019

Florida Department of Management Services – Tallahassee, FL

I am the Supervisor of the Control Section in Financial Management Services. I currently supervise four staff members who are responsible for property management, monthly reconciliation of almost 100 revenue accounts, monthly reconciliation of almost 300 disbursement accounts, identification and correction of invalid general ledger codes and atypical general ledger code balances, cash management (investments and drawdowns), retirement fund accounting, property insurance (policies and claims), funding transfers, new account code set up, and year-end accounting which includes: Statewide Financial Statements compliance checklists, all year-end forms, and other accounting requirements.

I have primary responsible for the completion of the Schedule of Expenditure of Federal Awards (SEFA) and work closely with Agency Grant staff to insure all transactions have been recorded timely and accurately.

I have primary responsibility for the proper accounting of all Capital Improvement projects at year-end. I work closely with Facilities staff to review all active projects, determine which projects are complete, and appropriately recognize construction-in-progress (CIP), completed projects, and those expenditures that should be expensed.

Completed projects are documented and recorded in the Property Management system

Since my arrival, I have been instrumental in resolving several long term issues with Revenue postings and now no corrective entries or duplicative work is required. I have streamlined and improved the monthly account reconciliation process that previously took most, if not all of the following month. Monthly revenue reconciliations are now completed the same day they become available (4th working day) and disbursement reconciliations are being completed in two weeks instead of four weeks. In addition, through staff training as well as locating errors before month end, the number of reconciliation corrections needed have been greatly reduced and oftentimes eliminated. In addition, I gathered the initial information needed to implement the desktop deposit process which will be implemented soon and will save a significant amount of staff time in more than one section of the office.

In addition, I am the Access Control person for the entire agency and am responsible for setting up new users. I also set up new accounting code postings for new funds, major events (hurricanes), and new Grants.

Finance and Budget staff worked closely together to complete the year-end Schedule 1 documents for the Governor's office. Schedule 1's contain both budget and accounting data.

Professional Accountant, 06/2017 to 07/2017

Florida Department of Management Services – Tallahassee, FL

I learned the position quickly with very little guidance needed. My responsibilities included daily cash management including cash drawdowns and processing investment vouchers, weekly Division of State Group Insurance (DSGI) vouchers, monthly processing of investment account interest, and investment account balancing. I participated in many year-end activities to include revenue and disbursement reconciliations, TR 10 transactions, and the Schedule of Expenditure of Federal Awards (SEFA). I was promoted to Professional Accountant Supervisor after approximately one month.

Budget & Accounting Officer, 05/2014 to 01/2016

DC Pretrial Services Agency – Washington, DC

Responsible for all budgeting and accounting operations for this federal agency with an annual budget of over \$60 million. Interpreted and implemented ever changing federal regulations and Acts of Congress. Held the position of primary agency certifying officer responsible for the review and audit of all payment vouchers prior to the online submission to the Department of Treasury for payment. Worked closely with the Office of Management and Budget during the annual budget formulation process. Outstanding communication skills demonstrated by successfully supervising 7 staff members as well as being the primary financial contact person for over a dozen agency Program Managers and Executives. Very skilled with Microsoft Excel and Microsoft Word.

Staff Accountant, 08/2011 to 05/2014

Federal Bureau of Reclamation – Denver, CO

Responsible for agency reporting functions including quarterly and annual financial statements. Responded to financial audit inquiries as needed. Primary staff member responsible for agency reporting through the Government-wide Treasury Account Symbol (GTAS) reporting system to include the initial testing and implementation phase. Oversaw, reviewed, and certified the work of two other staff members.

Business Administrator, 05/1996 to 08/2011

Federal Bureau of Prisons – Florence, CO

Responsible for all budgeting, accounting, procurement, and property for an annual budget in excess of \$105 million. This included supervision of over 15 staff members. Maintained outstanding customer service skills with the customers being vendors, the other 1,000+ staff members, and the approximately 3,000 federal prisoners in this federal prison complex. Budgeting functions included meeting with over 20 Program Managers on a regular basis, completion of salary projections each pay period, and monitoring and balancing of fund control for each program.

EDUCATION

Bachelor of Science: Accounting, 1988

Southern Illinois University - Carbondale, IL