

Brandi Harbaugh, CPA, CPFO

Finance Professional

Finance professional offering 17 + years' experience in government finance. Adept at managing multiple assignments and meeting tight deadlines. Strong understanding and knowledge of governmental accounting and finance. Self-directed professional with excellent problem solving and analytical skills.

Experience

April 2017-

Current

Kenai Peninsula Borough, Soldotna, Alaska

Acting Finance Director

- Responsible for operation, management and administration of the finance department
- Provides timely and sufficient information that will assist the executive and legislative branches of the government
- Plans, organizes and directs the financial planning and financial administration of the borough
- Supervises the request of departmental budget estimates and submits for preliminary review and analysis of the mayor
- Provides administrative supervision of the central accounting, treasury activity, financial reports, payroll, accounts payable, tax collection and investments of the borough and school district funds
- Prepares ordinances and resolutions for assembly consideration
- Prepares bond required legislation, documents and information

2007-2017

Kenai Peninsula Borough, Soldotna, Alaska

Borough Controller

- Coordinates annual audit process and financial statement preparation
- Supervises accounts payable, payroll, accounting, audit divisions
- Directs the activities of the accounting supervisors in charge of sales tax, property tax/delinquent collections, cash management or general accounting functions
- Assists in annual budget document preparation and cycle
- General ledger reconciliation and entries
- Implements complex accounting procedures and reporting requirements
- Conducts analytical review and analysis of the general ledger and accounting processes
- Performs purchase order review, coding and processing
- Provides control over accounts payable and payroll activities, purchase orders, accounting records, checks and bank reconciliations
- Acts as financial accounting system administrator

Education

Bachelors of Business Administration in Accounting
University of Alaska
Fairbanks

Key skills

Ten Key by Touch

Strong knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board Standards (GASB), Financial Accounting Standards Board Standards (FASB), Federal OMB Circulars, Catalog Federal Domestic Assistance (CFDA)

Project management

Understanding of databases

Writing basic database queries

Certificates

Certified Public Accountant, Alaska

Certified Public Finance Officer, Government Finance Officers of the United States and Canada

Federal Emergency Management Administration (FEMA)
National Incident Management System Courses
IS-100,200,300,400,700

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Experience (continued)

- 2006-2007** Kenai Peninsula Borough, Soldotna, Alaska
Sales Tax Supervisor
- Project management, Sales tax software 2006/07 implementation
 - Supervise sales tax division, including oversight of day-to-day activities, work assignments and other division related personnel matters
 - Sales tax accounting and reporting
 - Compiles letters and notices to the general public on matters relating to sales tax
 - Special assessment utility billing system administrator
 - Escrow tracking from land sales
 - Financial statement and budget document preparation
 - Fixed asset accounting

- 2000-2006** Kenai Peninsula Borough, Soldotna, Alaska
Treasury Budget Analyst
- Federal and State grant reporting and single audit schedule preparation
 - Assist in financial statement and budget document preparation
 - Preparation of bank reconciliations and cash flow projections
 - Review, reporting and reconciliation of investment activity
 - Preparation of requests for proposals for banking and custodial services
 - Prepares annual confirmations for each city reporting their collections, disbursements and receivables for property taxes, sales taxes and motor vehicle taxes

- 1997-2000** Mikunda, Cottrell & Company, Kenai, Alaska
Staff Accountant
- Independent attestation audit work on governmental entities, nonprofits, school districts and cooperatives.
 - Financial statement preparation
 - Reviews and compilations
 - Federal and State Single Audit work and statement preparation
 - Federal tax preparation, Individual and Business

Software Experience

Microsoft Office Suite
Microsoft Reporting Services
Crystal Reports
Harris ERP System
Microsoft Query
Sales Tax Software Tax Mantra
Sales Tax software Self Reporting Tax (SRT)
Aumentum property tax and assessment software

Affiliations

American Institute for Certified Public Accountants
Alaska Government Finance Officers