

Helena P. Alves, CIA, MBA
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EXPERIENCE:

Financial Services Director – City of Palm Coast – Palm Coast, FL – October 2017 to Present

- Plan, organize and implement division goals, and coordinate and integrate all activities toward achievement of established goals and objectives; develop and implement inspection policies and procedures.
- Coordinate preparation of the City's annual budget; supervise and review financial services and cost projections for the City; approve and control disbursements of funds; serve as chief financial advisor to the City Manager.
- Maintain current knowledge of trends and regulatory developments for application to all functional areas under charge; provide technical review and interpretation of the various rules and regulations for which the division is responsible to enforce.
- Receive, respond and provide resolution to escalated inquiries and concerns from the general public, business community, City Officials, and other departments regarding division related issues.
- Attend and provide presentations as needed to various committees, boards and related groups.
- Communicate with the municipal agencies, the general public, contractors, vendors, City Council and Department Heads for the dissemination of information, the resolution of technical problems, and to facilitate development activities.
- Develop, implement and control City budget; ensure all functions and programs under charge are performed within established budgetary parameters, to include performing cost control activities, monitoring revenues and expenditures, and ensuring sound fiscal control.

Chief Accountant – City of Palm Coast – Palm Coast, FL – November 2016 to October 2017

- Treasury management functions for the City.
- Assist the Director of Finance in the preparation of the City's CAFR and Annual Budget. Responsible for monthly general ledger reconciliation and compliance with GAAP. Preparation of year-end adjustments and reconciliations.
- Coordinated with the City's ERP vendor to establish reporting tools for departments to use for ease of budget monitoring.
- Performed a review of the finance departments software user access audits

Internal Auditor – Flagler County Clerk of Court – Bunnell, FL - June 2007 to November 2016

Staff Accountant – Flagler County Clerk of Court – Bunnell, FL – October 2004 to June 2007

- My position reported directly to the Chief Deputy Administrative Services. The Clerk of Courts serves as the Clerk of Court, as ex officio Clerk to the Board of County Commissioners, auditor, recorder and custodian of County funds.
- Worked with the Director of Finance to design and implement sound accounting practices and internal control procedures over the finance and financial reporting functions.
- Assisted in training the finance department staff in the performance of functions necessary to conduct accounts payable, accounts receivable, accounting, general ledger, revenue recognition, and pre-audit activities for the Flagler County Board of County Commissioners.
- Prepared all audit workpapers and coordinated all field work for the annual external financial audit and any audits performed by the Auditor General.

- Prepared the Comprehensive Annual Financial Report for Flagler County, Florida. Audited the general ledger quarterly for compliance with GAAP and Florida Statutes. Monitored compliance with Board of County Commissioners budget policies.
- Reviewed internal procedures, controls and policies at the direction of the Clerk for service departments within the Clerk's office.
- Performed annual software user access audits with the IT department

Semi-Senior Accountant – James Moore & Co, CPA's – Daytona Beach, FL
August 2003 to September 2004

- Participated in governmental and small businesses audits, supervised staff and provided assistance to new staff during fieldwork.
- Prepared Financial Statements, Reviews and Compilations for a variety of different clients in different industries.
- Prepared complex Individual, Corporate and Partnership tax returns using CCH Pro Systems Tax and Sax Tax.

Accountant – Lawson, Rescinio, Schibell & Assoc. P.C. – Oakhurst, NJ
October 2000 to April 2003

- Prepared individual, Corporate, Non-for-Profit and Partnership tax returns using CCH Pro Systems Tax.
- Prepared financial statements, tax compilations and reviews. Prepared quarterly Payroll and Sales Tax returns.
- Participated in field audits for non-for-profit, governmental and small businesses.

EDUCATION:

Georgian Court University, Lakewood NJ – December 2002
Masters of Business and Administration

Georgian Court University, Lakewood NJ – May 2001
Bachelors of Science, Accounting

The Institute of Internal Auditors - Certified Internal Auditor Designation - May 2013

Florida Government Finance Officers Association – Certified Government Finance Officer Designation – April 2018