

KATHLEEN LANGEVIN, M.P.A, CPFO

ACCOUNTING AND FINANCIAL REPORTING MANAGER

☎ 415- 233-2230 ✉ kmg13@yahoo.com 📍 Tampa, FL 33629

professional summary

Dynamic public finance professional with over 20 years of experience, 18 years as a manager, including seven years in capital projects. I possess a proven track record, excelling in strategic budgeting and team leadership. Expertise in financial analysis, general accounting and project management, driving successful outcomes in complex environments. Ensuring fiscal responsibility, transparency, and accountability is a hallmark of my career, executed by building the best team possible.

skills

- Financial Analysis
- Debt Financing
- Budget Administration
- Team Leadership
- General Ledger Accounting/Reconciliation
- Strategic Budgeting
- Variance Analysis
- Strategic Planning
- Audit Compliance and Liaison

experience

Jan 2024 – Feb 2025

ASSISTANT BUDGET OFFICER

City of Tampa

- Developed and distributed monthly financial reports for capital-heavy departments including Solid Waste, Water and Sewer.
- Created projections based on existing conditions and future business plans of revenue and capital program needs.
- Developed presentations for \$250M Bond, and three rating agency reports resulting in five rating upgrades
- Prepared annual budgets in accordance with organizational policies and procedures ensuring mayoral priorities were effectively presented

education

MASTERS, PUBLIC ADMINISTRATION

SUFFOLK UNIVERSITY, SCHOOL OF
MANAGEMENT, Massachusetts

BACHELORS, BUSINESS ADMINISTRATION IN MANAGEMENT AND ECONOMICS

UNIVERSITY OF MASSACHUSETTS

- Coordinate with Department Heads, committees and staff to maintain project timelines and funding needs
- Performed research and analysis of economic trends to develop long-term budget forecasts

Jan 2021 - Jan 2024

MANAGER – BUDGET, ACCOUNTING AND CAPITAL PROJECTS

Hillsborough Co. Library Services, Tampa, FL

- Oversaw all financial operations, budget development, monitoring Hillsborough's 27-library system
- Developed and presented financial statements to Library Board monthly, clarifying any variances to the Board.
- Initiated capital projects working collaboratively across County departments to manage renovation of 3 libraries and development of 2 new libraries
- Developed and presented multi-year capital models to senior leadership
- Developed policies for cash management approved by County Clerk
- Managed 5 staff members overseeing all payments, contracts, and library security
- Successfully completed complex projects on time while maintaining high-quality standards, showcasing strong project management abilities

Jan 2019 - Jan 2021

MANAGER, SPECIAL PROJECTS BENEFITS ACCOUNTING, RISK MANAGEMENT & ACTING BUREAU MANAGER

Hillsborough County Sheriff, Tampa, FL

- Managed risk pools for self-insured health benefits, recovering over \$1M in savings through contract management
- Led month-end close of special risk pools and development of monthly financial statements
- Annual close process, summarized all previous years' accounts and generated opening assets, liability, and fund balance entries for new year's Year-to-Date Ledger

- Administered treasury operations collaborating with other risk management departments to control liquidity and mitigate operational, financial, and reputational risks
- Optimized treasury operations by delivering strategic advice to Director during COVID-19 crisis; administered all tasks remotely, achieving exceptional results for payroll, accounts payable, and risk financing operations
- Enhanced performance across assigned departments minimizing error rates and migrating all functions to online platforms from paper-based system

Jan 2017 - Jan 2018

DIRECTOR, FINANCE AND ADMINISTRATION

Manchester Missouri, City Hall, Manchester, MO

- Governed and directed day-to-day accounting operations and financial reporting, facilitating informed decision-making and optimized cashflow
- Managed audit review process and monitored projects and accounting records for compliance with generally accepted accounting principles
- Strategized and organized department's financial support operations, including planning, budgeting, and accounting functions
- Exercised primary responsibility over accounting, reporting, budgeting, and monitoring of all financial matters, including all funding activities
- Minimized errors and streamlined company's financial health by managing monthly and annual financial statements, accounts payable and receivable, payroll
- Enhanced firm's cash position by successfully securing bond credit rating, while analyzing and executing benefit negotiation and administration activities

Jan 2015 - Jan 2017

DIRECTOR, FINANCE AND ADMINISTRATION

Generate Health STL, St. Louis, MO

- Leveraged industry expertise to create and administer monthly and annual financial

statements, AP, AR, and payroll, managed accounting operations and financial reporting for non-profit

- Applied thoughtful leadership and strategic planning to develop, track annual budget and coordinated annual audits
- Examined and conducted benefits negotiation and administration to manage related tasks within a challenging cashflow situation
- Supervised audits with no findings and facilitated Executive Director during staff reconfiguration/rebranding efforts
- Led management, reporting, and monitoring of grants to ensure achievement of all grant requirements, proposals and reports creation, and funds administration

Jan 2011 - Jan 2014

ACCOUNTING MANAGER

Metropolitan Sewer District, St. Louis, MO

- Steered performance improvement in all financial aspects of the organization, identifying district accounting operations
- Negotiated implementation of professional service contracts and championed annual tax rate-setting process
- Developed and implemented multiple cost-savings initiatives resulting in heavy reduction in company expenditures
- Created and deployed accounting policies and practices supporting district growth
- Played integral role to develop of bond offering for \$600M within debt financing
- Devised segmented financials statements in line with investor requirements as well as created, set up, enhanced month-end close processes; increased timeliness by two days
- Achieved deadlines for bond offering, significantly improving timeliness of annual audit by five weeks
- Initiated 3 annual audit cycles improving positive performance by eliminating eight management comments
- Managed a team of over 20 staff

Jan 2008 - Jan 2009

ACCOUNTING MANAGER

City of Oceanside, Financial Services
Department, Oceanside, CA

- Established newly created accounting policies, supervised broad spectrum of annual external audit and financial report;

researched and resolved financial issues for the city

- Headed full-scope management of all accounting operations: payroll, accounts payable, general ledger, auditing, and reporting
- Implemented team coordination among 12-member staff, enabling efficient department operations
- Commended for exceptional performance by executive management, recovering \$1M+ in outstanding grant revenue Between May 2007 & May 2008

certifications

- Certified Public Finance Officer

references

References available upon request