

# Marie Schafer, CPA

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## PROFESSIONAL SUMMARY

Experienced professional with expertise in executive management, administration, procurement, operating and capital budgeting, financial reporting, auditing, financial planning, treasury, public finance, and debt management.

## CORE QUALIFICATIONS

- Excellent Leadership & Supervisory Skills
- Excellent Communication Skills
- Able to Multi-Task
- Risk Management & Compliance Skills
- Excellent Analytical Skills
- Operating & Capital Budgeting
- Financial & Performance Auditing
- Financial Statements Preparation & Other Reporting
- CIP Accounting & Reporting
- Financial Planning/Cash Flow Analysis & Forecasting
- Project Management
- Debt Management, Issuances & Continuing Disclosure
- Procurement & Contract Compliance
- Microsoft/QuickBooks, Peoplesoft/Tyler Technologies

## EDUCATION, LICENSE, AND ACCREDITATION

Saint Thomas University, Miami, Florida - **Master's in Accounting**  
Florida International University, Miami, Florida - **Bachelor's in Accounting**  
Certified Public Accountant (**CPA**), Florida  
Certified Government Finance Officer (**CGFO**)

## PROFESSIONAL EXPERIENCE

### *Independent Consultant*

2025- Present

- Overall financial and management support services.
- Assist clients in improving the performance and efficiency of their organization.
- Provide clients with consulting services, including auditing support, general ledger reconciliations, financial reporting, financial analysis, budgeting, and cash flow analysis.
- Develop, evaluate, and implement action plans for various initiatives.

Greater Miami Expressway Agency (formerly MDX)

**Chief Financial Officer/Director of Accounting, Finance and Budgeting**

2023- 2025

Miami Dade Expressway Authority (MDX)

**Deputy Executive Director /Chief Financial Officer**

2004-2023

### *Executive Management*

- Assist the executive leadership team with various aspects of the organization's operations, including the development and implementation of policies, procedures, and strategic guidance.
- Manage the daily activities of several departments, including accounting/finance, human resources, administration, and procurement.
- Prepare, review, and present agenda items/resolutions for the Board of Directors' consideration and attend Board briefings.
- Serve as the liaison for all financial matters, communicating with executive leadership, the Board of Directors, investors, rating agencies, and the public through community hearings.
- Collaborate with other departments to establish goals and key performance indicators, ensuring targets and compliance requirements are met.
- Assist in navigating Florida Statutes related to ethics, public records, operations, budgeting, procurement, and debt, as well as supporting public records requests from the public and media.
- Establish policies and procedures and implement best practices to ensure effective internal controls.
- Participate in evaluating contracts, negotiate contract terms, manage contracts, and maintain vendor relationships.
- Develop, evaluate, and implement action plans for various initiatives.

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## PROFESSIONAL EXPERIENCE (Continued)

### *Financial Planning & Budgeting*

- Develop and update the financial plan, assessing the current and future funding needs to support the capital plan.
- Evaluate financial data trend analysis to provide business options and cost-saving opportunities.
- Oversee the planning, preparation, and implementation of the operating and capital improvement budgets.
- Discuss the annual budget at public hearings, respond to all inquiries from the Board of Directors and other stakeholders, and monitor actual expenditures compared to the approved budget to ensure compliance.
- Prepare cash flow projections to ensure funding needs are met, coordinate investment activities with the investment advisors, and monitor investment performance.

### *Financial Reporting & Audit*

- Responsible for reviewing quarterly and year-end financial statements for internal and external purposes.
- Review and reconcile general ledger accounts on a monthly, quarterly, and annual basis, as well as manage the preparation of the annual financial statements and coordinate the external financial audit.
- Evaluate and implement applicable Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) Pronouncements.
- Oversee and communicate the financial results to the Board of Directors/other departments.
- Respond to all external requests for financial information.
- Ensure the organization's reporting complies with state statutes, financial agreements/loans, and other state/federal requirements.

### *Debt Management*

- Develop, manage, and evaluate the long-range financial plan, assessing outstanding debt for refunding opportunities to achieve savings and/or improve financial structure.
- Coordinate the issuance of bonds and other debt obligations with the financial advisors, bond counsel, and the underwriting team.
- Participate in the preparation of debt and bond documents for the preliminary and official statement.
- Serve as the liaison with the trustee, rating agencies, third-party oversight, and regulatory agencies.
- Oversee continuing disclosure and manage investor relations.
- Confer with the trustee on all matters regarding annual debt service, reserves, compliance, and other related issues.

### *Procurement and Administration*

- Oversee the procurement department to ensure efficient sourcing of goods, services, and construction projects. Collaborate with project managers, vendors, and departments to optimize costs and ensure compliance with policies.
- Manage the administration of payroll and benefits functions, providing assistance to employees as needed.
- Evaluate and recommend insurance options for policies relating to employee benefits and property insurance.
- Interview, hire, and manage employees, including preparing and discussing annual performance evaluations.
- Manage the organization's retirement plans to ensure fiduciary oversight and compliance.

Swiss Re Life & Health Insurance of America

### ***Financial Controller/Revenue Department Manager***

1998 - 2004

- Responsible for managing the finance and revenue premium departments and served as the division liaison to corporate on all financial matters.
- Responsible for preparing all financial reporting and coordinating internal and external audits.
- Ensure that group premiums accounts were timely and accurately processed.
- Prepared revenue reporting on account billings and accounts receivable aging analysis.
- Provided assistance to the actuarial department on financial assumptions for claim analysis.
- Assist claim and managed care departments with claim information and financial analysis.
- Ensured compliance with third-party agreements and reinsurance.

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## OTHER EXPERIENCE

Forbes University (Part-Time Contract) - *Adjunct Faculty Instructor*

Public Accounting, Auditing & Tax - *Senior Staff*

## PROFESSIONAL ACCOMPLISHMENTS

- \* Developed and implemented effective operational and financial reporting policies and procedures, which led the organization to complete successful external audits with minimal findings.
  - \* Implemented a comprehensive capital planning program that facilitated the completion of over \$2 billion in infrastructure projects. Additionally, I was instrumental in refunding over \$800 million in debt, resulting in more than \$325 million in savings.
  - \* In collaboration with the executive leadership, automated the revenue collection systems, increasing revenue share.
  - \* Recommended and implemented sound practices and strategies, resulting in the entity's healthy financial position and several credit rating upgrades.
  - \* Successfully completed several corporate merger transition projects, which included integrating finance functions and policies and procedures.
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