

TONI BRADY

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I am a facilitator helping others accomplish goals by holding team members accountable for their goals and actions while maintaining respect and integrity within the organization.

EXPERIENCE

DEC 2020 - CURRENT

BUDGET DIRECTOR, HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS

- ✚ Directs preparation of the County's annual budget including the Truth in Millage (TRIM) process. Monitors and reports current, newly adopted, and proposed legislation and its impact on the County budget. Maintains budgetary controls and status and makes recommendations and control policies, regulations, and procedures.
- ✚ Provides leadership and supervises the functions of the Office of Management & Budget team, including procurement, planning, providing technical assistance and development of staff.
- ✚ Assesses financial impact of major policy, financial and operational issues; identifies reserve requirements for funds and assures that the annual budget is balanced and in compliance with accounting standards, Florida statutes, County ordinance and resolutions.
- ✚ Directs the development, monitoring and reporting of the county's five-year capital improvement program including identification of funding options and impacts on the operating budget, and identified funding for capital needs.
- ✚ Reviews and advises department directors, Deputy County Administrator and County Administrator on financial issues and impacts.
- ✚ Implemented budget software to create a transparent budget book and adopted budget for the ease of the citizens.
- ✚ Coordinates with the Clerk of Court's Financial Services Department and other constitutional officers on financial matters as required or needed.
- ✚ Understands financial reporting and financial statements to enhance the preparation of reports showing budget status and financial forecast information.
- ✚ Reviews agenda items for compatibility with financial and budget policy.
- ✚ Assists with determining and maintaining benefits under the Board of County Commissioners.
- ✚ Advises, explains, and confers with County Administration and County Commissioners on matters concerning proposed budget and financial status of the County.
- ✚ Interacts with elected officials, community leaders, citizens, businesses and organizations to provide information.
- ✚ Establishes performance standards, goals, performance measurements, standard operating procedures, staffing, training, conducting performance reviews, and fostering employee growth and development.
- ✚ Provides advice, guidance, and recommendations with regards to the fiscal effect on projected policy and program development.

- ✚ Assists in the formulation, review, and recommendation of proposed budgetary policy and organizational changes in departments.
- ✚ Make recommendations to County Administration and the Board on cost reductions and on augmentation of existing revenue sources.

JUNE 2016 – DEC 2020

FINANCIAL OPERATIONS SUPERVISOR, HERNANDO COUNTY CLERK

- ✚ Supervise the training of personnel, authorized leave, work assignments and employment performance evaluations within the division to ensure effective productivity.
- ✚ Recommend and implement procedures to improve the efficiency and productivity of the division.
- ✚ Interpret and implement laws, rules and regulations to ensure compliance on a timely basis regarding functions of the division.
- ✚ Supervise the pre-audit function of processing cash receipts and of processing invoices to ensure compliance with statutes, laws, ordinances, contractual obligations, and policies of the Hernando County Board of County Commissioners.
- ✚ Supervise department activities relating to Tourist Development Tax.
- ✚ Coordinate procedures between outside agencies and inter-office divisions/departments, including developing positive working relationships with Board employees.
- ✚ Compile data, complete schedules for the annual audit, and assist in the preparation of the annual financial report.

JULY 2002 – JUNE 2016

CONTROLLER, INTERNATIONAL FINANCIAL SERVICES GROUP

- ✚ Maintain accounting records for all trusts, life policies and annuities.
- ✚ Compile financial reports and tax returns for all the above.
- ✚ Assist auditor with audits for insurance and trust companies.
- ✚ Assist financial advisors with brokerage and investment strategies.

EDUCATION

MAY 2006

MASTER OF BUSINESS ADMINISTRATION – SAINT LEO UNIVERSITY - FL

JUNE 2000

BACHELOR OF SCIENCE: ACCOUNTING – SAINT LEO UNIVERSITY - FL

CERTIFICATIONS

- Certified Public Manager 2020
- Certified Government Finance Officer 2023