

**Erin Dohren**  
15242 Coot Rd  
Brooksville, FL 34614

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## OVERVIEW

Accountant with over 15 years of experience, including 10 years of governmental accounting, budget and grants experience. Seeking to expand my accounting knowledge and experience, member of the GFOA, currently enrolled in the CPFO program. Experience with MS Word, Excel, PowerPoint and Access, as well as eFinance, eCommunity, Cognos, Hansen and Black Mountain.

Expenditure projections  
Revenue projections  
Capital budgeting  
Report writing in Cognos

Grant reporting, compliance, and reimbursement  
Budget to Actual Analysis  
Journal entries  
Contract monitoring and invoice review

## EDUCATION

University of South Florida, St. Petersburg, FL 2013  
Master of Business Administration

University of South Florida, St. Petersburg, FL 2008  
Bachelor of Science, Accounting

## EXPERIENCE

### **Management & Budget Director**

Citrus County Board of County Commissioners, Lecanto, FL

10/22 to 5/25

- Supervise Management & Budget staff, complete annual and probationary reviews, approve leave and assist staff as needed.
- Review all agenda items for current and future budget impacts, update information as needed and approve for agenda.
- Monitor all items needing Board approval for the Department of Management & Budget, including preparation and entry into agenda system for approval.
- Participate in senior staff and department director meetings, as well as attend Board of County Commissioner meetings.
- Review and approve all budget transfers, budget resolutions, and requisitions for the County. Approve journal entries prepared by Management & Budget Staff.
- Work with Purchasing Manager to review all Procurement and Work Authorization requests prior to producing solicitations. Approve bid (ITB/RFP/RFP) agreements in the agenda system for completeness and adherence to administrative regulations.
- Work with Assistant Management & Budget Director and Budget Analyst to prepare the County budget calendar, review all personnel and operating budgets and five year capital improvement program totaling \$355 million to be presented to the Board for approval.
- Prepare and present proposed and final budget to the Citrus County Board of County Commissioners in compliance with Department of Revenue TRIM guidelines. Approximately \$496 million in fiscal year 2025.
- Follow up on purchasing card deviation transactions and denials, approve receipts for food purchases and requests for new purchasing cards.

- Review grant applications, awards and amendments, over 50 grants managed during the past year. Approve grant reimbursement packages from Grants Office for Utilities, Fire, Aviation, Engineering, and Economic Development grants before sending to the County Administrator for final signature.
- Monitor American Rescue Plan and LATCF funding, projects and reporting, approximately \$29 million.
- Oversee compliance with Local Provider Participation Funds.
- Communicate with and provide information to credit rating agencies as needed.
- Member of Bargaining Team for Fire.
- Held the position of Interim Management & Budget Director from 10/18-12/19, same job duties.

### **Senior Budget Analyst**

Citrus County Board of County Commissioners, Lecanto, FL

05/14 to 10/22

- Complete and submit all grant applications, amendments and reporting to The Gulf Consortium for RESTORE Act Spill Impact funding. Monitor RESTORE Act grant guidance and requirements, communicate with U.S. Treasury and Balmoral, attend meetings and training as necessary to keep the County informed and eligible for approximately \$16 million funding from multiple pots.
- Attended monthly meetings as Citrus County Detention Center Contract Monitor with CoreCivic. Verify all reports were been received and reviewed, adjust monthly invoice for any partial performance fees assessed by the Board related to staffing or reporting.
- Prepared quarterly financial reports for the Board of County Commissioners and budget to actual reports for departments, complete additional monthly budget, CIP and ad hoc reports for various Departments. Discuss reports with Directors, identify possible issues and plan for future projects.
- Prepared yearly Solid Waste Full Cost Accounting Report per Florida State Statute.
- Assist with preparing the County's annual budget and CIP. Produced the CIP document for the County for multiple years. Prepared budget transfers, budget resolutions and journal entries.
- Completed Utilities and Solid Waste yearly revenue true up/down, and quarterly Solid Waste commercial assessment audit. Review end of year grant reports as needed.
- Previously reviewed and approved all Utility bond funded project payments and contractor invoices.
- Supervised Billing Review Coordinator position, responsible for Solid Waste commercial assessment and detention center manday billing, inmate medical invoice review, repricing, and approval.
- Assisted with the creation of the Grants Office and grant centralization for Utilities, Aviation, Engineering Fire and development of grant policies and procedures. Attend monthly grant meetings with grant and department staff, and attend training on current and upcoming grant opportunities.
- Part of the team that awarded over \$7 million to small business and non-profit grants with CARES funding, and monitoring of projects using ARPA funding.
- Worked on special projects as needed including bond refunding, SRF Loan applications and review of consultant reports for operations and rate studies.
- Provided coverage for both Grant Compliance and Administration Manager and Billing Review Coordinator positions, over six months in each position.