




ORANGE COUNTY MAYOR

TERESA JACOBS

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January 2, 2018

TO: Board of County Commissioners

FROM: Mayor Teresa Jacobs 

SUBJECT: Managerial Appointment
Consent Agenda Item – January 9, 2018

The Fiscal and Operational Support Division manager position for Orange County's Corrections Department recently became vacant. As a result, I am pleased to present the following managerial appointment for confirmation. This appointment will become effective the first pay period after confirmation.

After a thorough recruitment process, Ms. Andrea J. Lowery was selected to serve as the Fiscal & Operational Support Division manager. Ms. Lowery has more than 18 years of experience in the field of accounting, including over 16 years with Orange County Government. She has worked as a utilities accountant, a management and budget analyst, a senior management and budget analyst, and a management and budget advisor.

Ms. Lowery has a Master of Business Administration degree from the University of Phoenix and a Bachelor of Science degree in Accounting from Florida Southern College. Her educational and professional background and vast experience make her a worthy selection for this position.

Ms. Lowery will begin her new role as the manager of the Fiscal & Operational Support Division for Orange County's Corrections Department at an annual salary of \$98,820.80. Her résumé is attached for your reference.

ACTION REQUESTED: Confirmation of the appointment of Andrea J. Lowery as manager of the Fiscal & Operational Support Division, Orange County Corrections Department.

Andrea J. Lowery, MBA

EXPERIENCE

January 2008 to
Present

Orange County Office of Management and Budget

Orlando, FL

Management and Budget Advisor (Dec. 2012 – Present)

- Support upper management in running the daily operations of budget management, monitoring of department budgets, and evaluation of financial alternatives consistent with the County goals and objectives.
- Prepare, review, and analyze financial and related budgetary information on trending data for financial decision making for multiple departments.
- Responsible for Non-Departmental budget administration including budget preparation, control and coordination, quarterly analysis in collaborates with assigned areas.
- Create and research monthly revenue and expenditure financial models for variances.
- Monitor operating and capital budget for assigned departments.
- Coordinate the County's Budget Reference Manual and Budget Book.
- Update and review the quarterly financial report that provides a status of revenues and expenditures, county performance measures, capital improvement projects, and grants.
- Supervise analysts and responsible for various personal matters that include hiring decisions, disciplinary action, training, development, and performance management.
- Communicate with outside agencies on various financial and budgetary items.
- Develop and implement the Performance Measure Validation Process, which requires the staff to verify and validate the performance measures reported by Orange County departments to OMB.
- Review and approve Non-Departmental invoices and various grant agreements.
- Completed the TDT – Arts and Cultural Tourism Allocation Process desk guide.
- United Way Campaign Executive Committee Member.

Senior Management and Budget Analyst (Dec. 2010 – Dec. 2012)

Management and Budget Analyst (Jan. 2008 – Dec. 2010)

- Prepare and analyze current financial records and accounts.
- Research pertinent information from various resources and county staff to modify work processes, techniques, methods, and practices.
- Run financial projections to track revenues and expenditures.
- Gather and prepare information supporting the development of the budget book, quarterly financial report, and other assigned reports.
- Monitor operating and capital budget for assigned departments.
- United Arts Standards & Allocation Committee member January 2008 – April 2013.

February 2001 to
January 2008

Orange County Utilities, Fiscal & Administrative Support

Orlando, FL

Utilities Accountant

- Prepared various statistical and financial accounting reports for the Utilities Department providing necessary information and documentation for processing and/or posting to the County General Ledger.
- Run financial projections to track revenues and expenditures.
- Created policies and procedures for proper internal controls between departments.
- Prepared fiscal year end accounting reports in conjunction with the County's annual external audit of financial statements.
- Managed internal and external training on billing financial reporting.
- Developed, modified and assisted with the installation and conversion of Peoplesoft accounting and billing systems for various revenue programs.
- Work in a project-oriented environment with people of various backgrounds to complete several system software conversions.
 - ✓ Lead Accountant – Solid Waste Mettler-Toledo Autoscale 2000 & Central Management Reporting System (CRMS) Software Conversion 2005
 - ✓ Asst. Lead Accountant – Utilities PeopleSoft ERM / Customer Information System (CIS) Software Conversion 2006

February 1999 to
February 2001

Harcourt Brace and Company

Orlando, FL

Accountant I & II (Mar. 2000 – Feb. 2001)

Accounting Specialist (Feb. 1999 – Mar. 2000)

- Assisted in month-end close of the general ledger for assigned company's financial statements.
- Analyzed manufacturing costs and prepared periodic reports comparing standard costs to actual production costs.
- Reviewed open jobs to ensure accurate product costing.
- Analyzed variances and book applicable adjustments as required for paper inventory.

EDUCATION

University of Phoenix

Orlando, FL

Masters in Business Administration

Florida Southern College

Lakeland, FL

Bachelor of Science in Accounting

CERTIFICATION

Management and Strategy Institute Certificate of Completion

March 2017

Lean Six Sigma White Belt Certified

SKILLS

Strong Analytical and Time Management Skills
 Microsoft Office (Excel, PowerPoint, Word & Access)
 Ability to work well with people
 Orange County Navigator Series (Supervisor Training) March 2017
 Orange County Professional Development Series December 2010
 Performance Based Budgeting Software
 Advantage & PeopleSoft Software

**Organizations
& Community
Involvement**

Florida Government Finance Officers Association Member (2008 – present)
Central Florida Government Finance Officers Association Member (2008 – present)
Orange County African American Employees Network Mentorship Coordinator
Phillis-Wheatley Elementary PTA & Community Action Team Member
St. Paul AME Church Youth Director