

## **GINA DOEBLE**

731 Bal Harbor Blvd., Punta Gorda, FL 33950

(941)833-0383

gldoeble@embarqmail.com

---

### **QUALIFICATIONS**

---

Twenty years governmental finance/accounting experience with thirteen years specific to higher education. Eleven years of supervisory and management experience. Experience includes general ledger, financial statements, financial analysis, strategic planning, budgeting, cash management, payroll, risk management, auxiliary services, purchasing, financial aid and internal and external reporting. In-depth knowledge of accounting standards and methods as they apply to the Florida Community College System. Able to build and maintain solid business relationships with people at all levels.

---

### **EDUCATION, PROFESSIONAL REGISTRATION**

---

Certified Public Accountant

Ed.d, Leadership in Higher Education Administration – *University of Florida (expected graduation Dec. 2014)*

M.S., Accounting & Taxation — *Florida Gulf Coast University*

B.S., Accounting — *Arizona State University*

---

### **PROFESSIONAL EXPERIENCE**

---

#### **Edison State College**

**2003-Present**

##### ***Vice President of Administrative Services 2011 - Present***

*Served as Controller, District Director of Finance, Executive Director of Finance & Accounting and Vice President of Financial Services from 2003-2011*

- Manage all financial, accounting and payroll functions for the college. Accountability extends to financial statements, profit flow/cost analysis, internal controls, other state and federal reporting and development of college wide budget.
- As an Executive team member, participate in strategic planning, evaluation of college policies and procedures, and cash management/investment strategies.
- Responsible for all audits performed by the Florida State Auditor General's Office and local audit firms including operational, finance and various student financial aid audits.
- Provide budget analysis and information to the President, District Board of Trustee liaison and Senior Administration.
- Advise program and department administrators in the development, effective management and analysis of budgets and expenditures.
- Serve as a member of various committees throughout the college and state, such as the state funding committee.
- Analyze and recommend process and program improvements with respect to financial systems.
- Responsible for the oversight of the College's Financial Aid Department
- Hire and supervise staff.
- Oversee all college auxiliary operations, including bookstore, food service, vending, performing arts center, facility reservations and child care centers
- Responsible for the financial oversight of the college's direct support organizations, including charter schools and financing corporation.
- Responsible for the oversight of the college's enterprise wide application systems, state reporting and programming functions.

#### **Florida Gulf Coast University**

**1999-2003**

##### ***Assistant Controller***

- Coordinated university wide accounting functions relating to fixed assets, payroll, financial statement preparation and construction fund accounting.

- Prepared financial and statistical reporting and comparative analysis.
- Coordinated the request and disbursement of construction funds with the Facilities department, University Foundation and the Department of Education. Maintained and prepared internal and external construction project reports.

### **Florida Gulf Coast University (continued)**

#### ***Assistant Controller***

- Managed the maintenance of university property records, including the annual physical inventory.
- Responsible for the monthly bank and state ledger reconciliations.
- Hired and supervise staff in areas of responsibility.
- Worked closely with Human Resources, Purchasing, Receiving and Facilities departments.

### **Scottsdale City Court**

**1997-1999**

#### ***Court Analyst/Accountant***

- Developed, implemented and evaluated the departmental budget. Maintained fiscal control and accountability for budget expenditures; developed budget forecasts.
- Coordinated and developed the strategic plan of the court ensuring that the goals and objectives were aligned with the strategic plan of the city. Provided quarterly reports on results of goals and objectives.
- Designed and conducted staff training in all financial related areas.
- Prepared monthly reconciliations and resolved discrepancies.
- Prepared all month end reports
- Develop, implement and evaluated internal controls.
- Performed testing on all upgrades to the accounting system software.
- Served as a member of the city court management team.
- Served as the liaison on financial related matters between the court and the local government offices.

### **State of Arizona**

**1992-1997**

#### ***Arizona Supreme Court – Financial Assistant***

**1996 – 1997**

- Maintained accounts payable.
- Prepared monthly cash projection reports and monthly fund reconciliations.

#### ***Department of Juvenile Corrections – Budget Control Specialist***

**1994-1996**

- Assisted in budget preparation, monitoring of expenditures, and prepared monthly budget forecasts.
- Worked with department managers in the analysis of budget and expenditures.
- Provided management with periodic and ad hoc reports as required.
- Assisted in the development and implementation of the strategic plan.

#### ***Department of Juvenile Corrections – Fiscal Control Specialist***

**1992-1994**

- Responsible for all payroll processing functions including leave accruals and W-2 generation.
- Maintained accounts payable, general ledger and petty cash reimbursement.

---

## **PROFESSIONAL ASSOCIATIONS AND COMMITTEES**

- Member of American Institute of Certified Public Accountants (AICPA)
- Member of Florida Institute of Certified Public Accountants (FICPA)
- Serve on Florida College System Funding Formula, Cost Analysis and Governmental Accounting Standards Board committees
- Serves on various College Councils ( Strategic Planning Council, District Executive Council)

