

Bridgett Lattimore

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EDUCATION

Bachelor of Science (B.S.)
Accounting, Finance
Florida State University, 1997

EXPERIENCE

Hillsborough County Board of County Commissioners, Tampa, FL

Budget Manager Operations Team

October 2019 – Present

- Assist the Director and Budget Managing Director with the budget formulation and provide budget and financial training and assistance to all departments and outside organizations.
- Manage and organize the activities of seven team members involved in the development of the County's operating budget.
- Work with department directors to assist in forecasting expenditures, financial planning and monitoring of revenue and expenditure levels within departments and assist in the resolution of financial and budgeting issues.
- Prepare and assist in the preparation of budget instructions, budget forms, budget calendars and related training materials for Directors and Fiscal Staff within the organization.
- Prepare reports and documentation to assist in making financial and budget decisions, including Source and Use Statements and the analysis of financial information.
- Review all Board of County Commissioner agendas for potential impacts to current and future year budgets.

Hillsborough County Board of County Commissioners, Tampa, FL

Sr. Budget Analyst

August 2011 – October 2019

- Prepared and reviewed budget resolutions and budget amendments for approval by the Board of County Commissioners.
- Assisted in the development of the County budget, including revenue, personnel position budgeting, operating and capital outlay, and fund balancing. Developed budget schedules and assist departments in preparing and submitting budget requests.
- Revenue and expense reporting including monthly forecasts, fund and account budget to actual variance analysis with explanations, and source and use reporting for supported departments, Directors, and Advisory Boards.
- Analyzed annual cost allocation plan for accuracy and reasonableness for supported departments.

Fidelity National Information Services, Incorporated (FIS), St. Petersburg, FL

Sr. Financial Analyst

January 2011 – August 2011

- Managed revenue and expense reporting to include monthly forecasting, Profit & Loss variance analysis and related month-end/year-end closing, and budget analysis for operations within the Credit Card division.
- Prepared and coordinated a consolidated document for the four Divisions, along with the respective Assistant Vice Presidents, that reported accomplishments, challenges and future objectives to corporate.
- Performed financial analyses and evaluated operating results and financial position by preparing monthly corporate reports.
- Assisted Credit Card division department managers with forecast and budget process.

Accounting Manager

November 2007 – December 2010

- Managed and organized the responsibilities of five staff members ensuring all department processes and standards were adhered to.
- Established workflow and individual work assignments for each staff member. Assisted with challenges and reviewed work accomplishments for adequacy and accuracy.
- Analyzed and monitored general ledger account activity. Performed reconciliation of general ledger accounts and all associated reports and schedules. Including the preparation of monthly Balance Sheet account fluctuation analysis and potential loss exposure reporting, reviewed and analyzed account reconciliations for accuracy and adherence to GAAP.
- Organized and directed the month-end and year-end closing of various subsidiary general ledgers to the corporate General Ledger.
- Helped with audits; both internal and external. Including the coordination of financial reports and accounting records and explanation of accounting procedures.

Business Analyst

October 2006 – November 2007

- Reviewed General Ledger accounts and policies to determine deficiencies in procedures and financial systems and participate in resolving problems to ensure regulatory compliance and accurate financial data.
- Created General Ledger process documentation to specify responsibilities between the accounting and fraud operations necessary to reduce losses.
- Worked with various departments to develop and implement proper internal procedures and controls.

Senior Accountant

June 2004 – October 2006

- Performed monthly balance sheet reconciliations, potential loss exposure analysis and fluctuation analysis for both the Merchant and Debit/Electronic Funds Transfer (EFT) business groups; including inter-company accounts.
- Responsible for timely month-end clearing and corporate General Ledger closing for both Merchant & Debit/Electronic Funds Transfer (EFT) business groups.