



WOODIN CONSULTING, LLC

AMANDA WOODIN, CPFO

Career

WOODIN CONSULTING, LLC 2017-Present

President

Provides board and management level financial support for small governments and non-profits of all sizes. Services include:

- | | |
|-------------------------------------|---------------------------------|
| Accounting | Financial Policies & Procedures |
| Budgeting | Grant Applications & Reporting |
| Cash Flow Forecasting | Fund Accounting |
| Federal Funding Rules & Regulations | Internal Controls |
| Financial Software | Internal Reporting |
| Financial Analysis | Tax Filings |

KALAMAZOO|BATTLE CREEK INTERNATIONAL AIRPORT 2015-Present

Assistant Director for Finance & Administration

Responsible for oversight and direction of all financial aspects of the organization. Provides administrative direction on certain contract negotiations and day to day management. Successes include:

- Saving the airport over \$45,000 annually by renegotiating one contract
- Annual operating expenses and revenues consistently outperform budget expectations

KALAMAZOO COUNTY LAND BANK AUTHORITY 2012-2015

Finance and Administration Manager

Responsible for financial management and accounting duties of the organization. Successes included:

- Implementing a full suite of financial software
- Creating a retirement and benefits program from scratch
- Creating and implementing financial policies and procedures for the organization
- Participating in the creation of the supporting non-profit organization
- Participated in successful A-133 Single Audits annually with no findings

KALAMAZOO COUNTY GOVERNMENT

Senior Financial Analyst 2009-2012

Financial Analyst 2006-2009

Health and Community Services Department

Provided financial and accounting services for assigned programs, such as Head Start, with an annual operating budget of over \$4.5 million, Weatherization, Block Grants, and other programs. Duties included:

- Prepared annual budgets for multiple state and federal grant programs, such as the Head Start grant, whose annual operating budget exceeded \$4.5 million.
- Provided budget forecasts to management and funding sources as each requires, analyzed status of programs, noted issues and recommended solutions.

- Provided financial reports for management, funding sources, and advisory boards.
- Provided analytical expertise for complex projects and assignments, such as multiple American Reinvestment and Recovery Act (ARRA) programs, internal service funds, and Cost Allocation Plan.
- Reviewed and authorized expenditure, revenue, and purchasing card transactions, assured compliance with county-wide, department, and grant policies and procedures.
- Developed processes and procedures for department and ARRA programs, such as the departmental purchasing card policy, and a dental service project involving HCS Community Action, HCS Dental program, and the Family Health Center.
- Participated in annual audits and reviews by external auditors and funding sources.

Memberships

Government Finance Officers Association
 Michigan Association of Airport Executives
 American Association of Airport Executives

Education

Certified Public Finance Officer Certification 2017
 Government Finance Officers Association

Master of Public Administration 2011
 Keller Graduate School of Management at Devry University
 Emphasis: Government

Bachelor of Arts 2002
 Western Michigan University, Kalamazoo, MI

Volunteer

Government Finance Officers Association 2016-Present
 Member, Special Review Committee
 Certificate of Achievement for Excellence in Financial Reporting Program

City of Portage
 Chair, Human Services Board 2015-Present
 Member, Human Services Board 2012-2015

Kalamazoo Metro Transit 2017
 Member, Local Advisory
 Committee