



City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

APPLICATION FOR COMMITTEES, COMMISSIONS, & BOARDS

Date of Application: 5/27/25

Please check the committee for which you are applying for:

- | | |
|--|---|
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Lathrup Village Foundation Board |
| <input type="checkbox"/> Building Authority | <input checked="" type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Downtown Development Authority (DDA) | <input type="checkbox"/> Parks & Recreation Committee |
| <input type="checkbox"/> Historic District Commission | <input type="checkbox"/> Tree Committee |
| <input type="checkbox"/> Inclusion, Diversity, & Accessibility Committee | <input type="checkbox"/> Other: _____ |

Name: Jo Robinson

Address: 18561 San Jose Blvd Lathrup Village MI 48076

Phone: 248-508-3779 Street, City, State, Zip Email: Robinson18561@gmail.com

Are you at least 18 years of age: YES ☒ NO ☐

Are you a registered voter in Lathrup Village: YES ☒ NO ☐

Have you been a resident of Lathrup Village for 1+ years: YES ☒ NO ☐

A resume/CV is required with your application. Additionally, please include a letter that covers any additional information that clearly states your qualifications for serving on the committee you selected and why you believe you are the best fit to serve Lathrup Village.

Signature:  Date: 5/27/25

Applicants must be in good standing with the City to be eligible for committee, commission, or board appointment. Any outstanding violations or payments associated with the applying individual or individuals' property may result in the submitted application being rejected.

Return completed application to:
Lathrup Village – City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076

Kelly Garrett
Mayor

Bruce Kantor
Mayor Pro-Tem

Jalen Jennings
Council Member

Dalton Barksdale
Council Member

Jason Hammond
Council Member

JO ROBINSON

18561 San Jose Blvd.
Lathrup Village, Michigan 48076
(248) 508-3779 (cell) robinson18561@gmail.com

EXECUTIVE SUMMARY

My resume represents 18+ years extensive experience working in Financial Management, Reporting, Planning, Analysis, Costing, and Accounting as a Direct Report to various Company CFOs and Top-Level Management. Prior employment includes, but is not limited to, Financial Controlling, Supervision, and Management in organizations with assets est. \$25M - \$1.3B, small to Tier 1 Suppliers. Industries: Automotive R&D, Automotive Sales, Automotive Manufacturing, IT Solutions, Water Pump Systems Manufacturing, Military Manufacturing, Nutritional Supplement Sales/Manufacturing, and Governmental Finance. Prior travel requirements included Domestic and International. Flexible and willing to work more than 40 hr. work week. Willing to travel up to 40%. E-5 Military Clearance

REQUIRED SKILLS

Skills and Experience

Banking Signature Authority	Financial Controlling/ Analysis/ Reporting	P&L, BS, Financial Statement Reporting
Project/Product/ Inventory Cost Accounting	General Ledger Account Reconciliation	Cash Management & Forecasting Fixed
Asset Accounting	Manufacturing Nesting Studies	BOM Creation/Maintenance
Sales Analysis & Forecasting	Percentage Completion Invoicing & Revenue Recognition	Payroll Processing (ADP, UltiPro)
Benefit Administrations	Accounts Payable	Accounts Receivable
Sarbanes Oxley, GAAP, IFRS, IAS		

ERP SYSTEMS & APPLICATIONS

• SAP ERP R/2, R/3	Hyperion/ People Soft	ORACLE R13 ERP (DRMS/FUSION)
• Work Order Asset Maintenance	Journyx, Work-Brain, & UltiPro Timekeeping & Attendance	ADP Payroll/Benefits
• Ceridian Payroll/Benefits	Smartsheet	Sage ERP MAS 500
• FAS 500 Fixed Assets	ADOBE PRO	Salesforce
• QAD Manufacturing Pro	AS400/ MAPICS	JD Power CorVu
• MS Visio, MS Access	MS PowerPoint, Excel, MS Word	MS Project Management
• GM, Chrysler, Ford Vendor Portals	IntelliGrant/MIGrant Portals	Plante Moran EZ Track Portal

EXPERIENCE

CITY OF DETROIT OCFO/ODFS	09/21/21 – Present	\$949M Assets	Detroit, MI
CHIEF FINANCIAL OFFICER – ARPA AGENCY (Appointed)			
<ul style="list-style-type: none"> Fiscal Oversight of Federal Treasury ARPA Funding in accordance with 2 CFR.200 Federal Regulations Develop, maintain and institutionalize ARPA financial policies & procedures City wide, in accordance with 2 CFR.200 and GAAP Develop and maintain ORACLE GL Mapping for 7 Federal Expense Categories, 20 Appropriations consisting of 204 Programs Maintain adequate, auditable support for all accounting transactions, JV management, approvals & auditable documentation Timely preparation and analysis of Monthly Financial Statements (Income Statement & Balance Sheet), including consistent analysis of variances to budget, prior month, same month of prior year & other as requested including causal factor descriptions Timely submission of Quarterly Wayne County and State of Michigan reporting including FSR reimbursement requests Oversight of A/P processing, A/R Revenue Recognition Monthly Trial Balance and Balance Sheet Account Reconciliations – G/L Fixed Asset, CIP, Depreciation accounting & reporting Take lead for Finance & Accounting Department to prepare for the annual audit and act as primary liaison with outside auditors Coordinate as requested with the Internal Audit Department Provide all requested information supporting the annual Budget process 			
CITY OF DETROIT Water & Sewerage Dept.	06/30/14 – 09/21/21	\$1.2B Assets	Detroit, MI
CONTROLLER (Appointed)			
<ul style="list-style-type: none"> Monthly bank reconciliations for every bank account and every General Ledger (G/L) account Accounts Payable accounting, reconciling & reporting Monthly Accounting Close in accordance with related financial procedures, and in conjunction with the City of Detroit Timely preparation and analysis of Monthly Financial Statements (Income Statement & Balance Sheet), including consistent analysis of variances to budget, prior month, same month of prior year & other as requested including causal factor descriptions Timely submission of periodic State of Michigan & GLWA reporting DWSD ERP Finance Lead for ALL Implementations including current EnQuesta Billing and FUSION Supply Chain Module Mapping Monthly inventory & Stores reporting <ul style="list-style-type: none"> Monthly Account Reconciliations – Details to G/L Cash Held at GLWA Payroll accruals and expense Inter-DWSD-CoD Due To / Due From accounts Lease assets, amortization & interest income Pensions Intra-DWSD Due To / Due From accounts "Waterfall" transactions in accordance with Master Bond ORD Staff development, training, cross-training & succession planning Financial BOWC Presentations Coordinate as requested with the Internal Audit Department Provide all requested information supporting the annual Budget process in Compliance with GAAP & GASB applicable to DWSD Take lead for Finance & Accounting Department to prepare for the annual audit and act as primary liaison with outside auditors 			

**VISALUS SCIENCES, INC.
Cost Accountant (Downsized)**

8/13/12 – 02/20/14

\$621M Sales Ann.

Troy, MI

Provide key input into the development of departmental strategic goals. Responsible for review and modification of internal cost controls, forecasting, cost analysis and business practices and processes to ensure operational integrity. Recommend systems process improvements and implement changes. Leads projects and team assignments for general accounting and financial analysis activities. Inventory Cost Accounting, Product Development Costing Analysis. Monthly Margin Analysis. Decision Support System (DSS) Dashboard Analysis. **Monthly Reconciliation of US/CA/UK GL Accounts and P&L/Balance Sheet Reporting.** Assign and Review GL Account Reconciliations. **Weekly Inventory Balance Review.** Monthly Inventory Payables Reconciliation. Supply Chain Interface on all Inventory Issues/Strategic Resolutions. Other Ad hoc reporting as assigned.

TOWER DEFENSE AND AEROSPACE

8/22/11 – 7/31/12

\$35M Sales Ann.

Detroit, MI

Senior Financial Analyst (E5 Military Security Clearance) (Facility Closure) Provide key input into the development of departmental strategic goals. Responsible for review and modification of internal control, budgeting, forecasting, cost analysis and business practices and processes to ensure operational integrity. Recommend systems process improvements. ERP implementation. Leads projects and team assignments for general accounting and financial analysis activities in the plant. Inventory Cost Accounting, Engineering backup for BOM creation and maintenance, including nesting studies. Collects and analyzes plant, product and process results and statistics. Determines alternatives and prepares cost, income or other projections for comparison. **Prepares weekly, monthly, quarterly and year-end financial statements/documents for approval.** Responsible for Weekly Flash and Monthly Forecast reporting-offal forecast, P&L account forecast. Provides information on customer pricing issues and may be involved in customer meetings seeking resolution of the issues. Responsible for fixed asset and depreciated work. Financial responsibility for prototypes and work in process (WIP) tooling, all related month end journal entries. Responsible for accounts receivable review of past due issues, approving memos of customer reductions, EDI issues and supports Corporate A/R and Treasury in cash application.

PUMP ENGINEERING, INC

05 / 2011 – 07 / 2011

\$13.6M Sales Ann.

New Boston, MI

Plant Controller (Facility Closure)

Direct report to CFO/ Director of Engineering. Management of facility Accounting Department with 2 directs reports. Budget preparation. Monthly Budget Forecast v. Actuals & YTD Comparison. Flex Budget Calculations. **Monthly Reconciliation of GL Accounts and P&L/Balance Sheet Reporting.** Assign and Review GL Cost Account Reconciliations. Responsible for Monthly Close Schedule and Activities. Cash Flow Projections and Cash Application. Detailed Sales Analysis, Product Development Costing Analysis, **R&D Costing**, Percentage Completion Invoicing, Invoice Authorization and Revenue Recognition. **Weekly Inventory Balance Review.** Direct Customer interface for Invoicing/ Collections. Customer interface for Sales Contract and Purchase orders. BDO Siedman interface for Quarterly Sarbanes/SEC Schedule Preparation. Expense Authority. Other Ad hoc reporting as assigned.

JERVIS B. WEBB COMPANY (Contract)

06/2010 - 10/2010

\$300M Sales Ann.

Farmington Hills, MI

Cost Accountant (Covering Maternity Leave)

Cost estimating, pricing & investment analysis, monthly and annual forecasts including variance analysis. Establishment of project cost budgets, project financial control and administration, and earned value analysis. Make versus buy decisions, Financial Modeling for resource planning and cost estimating. Preparation of various reports which include project financial status, earned value, risks and opportunities, and program profitability.

ATS APPLIED TECH SYSTEMS (Contract)

06/2009 - 10/2009

\$157M Sales GL/\$55M NA

Troy, MI

Financial Controller - ATS North America (US/MX/CDN) (Start-up Operations)

U.S./Canadian Banking Signature Authority for all Banking transactions (depository/check writing/currency conversion/purchasing). Financial Control of US/MX/CDN Companies. Established Company presence in MX. Established Company Dun and Bradstreet account. Established Company American Express Line of Credit. A/P, A/R Reconciliation, **Percentage Completion Invoicing and Revenue Recognition.** Cash Flow Projection and Cash Application, Monthly Reconciliation of U.S./Canadian/Mexican GL Accounts and P&L Reporting. **R&D Project Materials Costing and Purchasing.** Direct Customer interface for Invoicing/ Collections. Customer interface for Sales Contract and Purchase orders. BDO Dunwoody interface for Annual Tax Preparation and Audit. Monthly Multi-State Business Tax Preparation. ADP Payroll Processing. Wage and Detail Reporting. State and Federal Regulatory interface, Expense Authority. B+BS Benefits Administrator. Logistics Administrator. Other Ad hoc reporting as assigned.

HELLER MACHINE TOOLS, L.P. (Contract)

04/2008 - 09/2008

Troy, MI

Financial Controller (Privately Held)

Banking Signature Authority. Accounts Receivables Reconciliation, Cash Application, Cash Flow Projection Fixed Asset Reconciliation, Monthly Reconciliation of Mexican Customer Invoicing, ADP Payroll Processing, Benefit Administrator, Plante/Moran interface for tax preparation. Sales Contract and Purchase Order reconciliation. Monthly State Business Tax Preparation. State and Federal Regulatory interface, Fleet Vehicle Purchase and Expense Authority including Insurances.

AKEBONO BRAKE CORPORATION

06/2006 - 04/2008

Farmington Hills, MI

Senior Financial Analyst (Global Sales ¥1.4B, North American Sales \$521M, Farmington Hills Sales \$150M)

Sole Financial Analyst support for R&D Facility, Support to Engineering V.P., Directors and Sales & Marketing Directors, Direct report to CFO. Bank Signature Authority. Annual Budget preparation including Capital Investment Spending, SG&A allocations, Headcount U.S./Japanese EX Pats, Collection of Outstanding Intercompany payments from parent of \$2.1M. Forecast v. Monthly Actuals & YTD Comparison, **Consolidated P&L reporting**, Product Development Costing Analysis, **R&D Costing**, Cash Application/ Cash Flow Projections, Long-term strategic Planning, Volume/Product Mix, Monthly Margin Analysis. Decision Support System (DSS) Dashboard Analysis, **QAD/SAP Implementation/Integration and interface**, KPMG interface for Corporate R&E Tax Credit. Maintenance and control of Project Expense Reconciliation actual v. budget w/ Variance Analysis, Monthly Cost center Reconciliation, Balance Sheet & Fixed Asset Reconciliation. Direct interface with Customer, Preparation of Sales Quotes, Purchase Order/Sales Order Creation. Benefit Administrator, Payroll Processing for facility, Ad Hoc Reporting (i.e. Inventory turnover, and others).

**LITTELFUSE, INC.
Inside Sales Analyst****07/2005 - 06/2006****Birmingham, MI**

Primary Financial Analyst support to North American Sales & Marketing Directors. Budget preparation, Allocation, forecast v. Monthly Actuals & YTD Comparison Forecasting and long-term strategic planning. Consolidated Global P&L reporting Volume/Product Mix, Monthly Margin Analysis. Maintenance and Control of Product Pricing and Differences in Customer Sales Pricing, Contracts and Orders.

SIEMENS VDO AUTOMOTIVE**05/2000 - 07/2005****Auburn Hills, MI****Financial Analyst/ Interior & Infotainment****(Global Sales €75.1B, NA Automotive Unit \$219M)****Commercial Vehicle Business Unit & Interior and Infotainment Business Unit:**

Primary Financial Analyst support to North American R&D Commercial Vehicle Sales & Marketing. Annual Budget and 5yr Business Plan preparation, SG&A Allocations, Annual Forecast v. Monthly Actuals & YTD Comparison, Quarterly Re-Forecasting and long-term strategic planning, Consolidated P&L reporting for U.S. & Mexico. Volume/Product Mix, Monthly Margin Analysis, R&D Costing, Selling Expense and Project Cost. Maintenance and Control of Product Pricing and Differences, US/MX transfer pricing, Customer Sales Pricing. Purchase Order/ Sales Order creation and maintenance. Key A/R Interface to resolve Billing, Aging, Invoicing, Collection of Outstanding Customer payments \$1.5M (monthly avg.), Overpayment, Pricing, Quality, Warranty and Logistics Issues. Financial Close activities, Monthly/Quarterly Income Statement & Balance Sheet reconciliation (i.e. g/l account reconciliation, journal entry posting, BS adjustments, accruals & write-off) Ad Hoc Reporting (i.e. Daily Sales Imports, Inventory, Headcount, and others).

EDUCATION**1998 Central Michigan University Mt. Pleasant, MI****Bachelor of Science Economics/Business Administration****CPE CREDITS / LANGUAGES**

Governmental Accounting
Finance Leadership Exchange Refocusing Forecasting
Best Practices in Budgeting and Planning
TS16949 Internal Auditor
ACE Accreditation, Siemens Automotive, MI
Beginning Japanese, Akebono Brake Corporation

Finance
Managing Management Reporting
Behavioral Ethics
Enhancing Finance's Role in Strategic Planning
Intermediate GERMAN LANGUAGE, Siemens Automotive, MI

PROFESSIONAL & COMMUNITY AFFILIATIONS / APPOINTMENTS

City of Lathrup Village Infrastructure Committee - '19- 21appt'd
Girl Scouts of Southeastern Michigan (Audit Comm) appt'd '18
American Water Works Association '14 - Current
El Bethel Church – Board of Trustees – '10 – Current
Board of Directors (THAW) The Heat and Warmth Fund '09 - '18
Finance Leadership Exchange (member 2007)
Co-Leader of Girl Scout Troop 494 of the Mitten Bay Area '98-99

Board of Directors - Girl Scouts of Southeastern Mich - appt'd '19-Curr
Secretary – Girl Scouts of Southeastern Michigan – appt'd '20-Curr
Governmental Finance Officers Association – '14 – Current
El Bethel Church Holy Hands - Deaf Signing Ministry '08 - Current
YWCA of Detroit Finance Committee – '12
Board of Directors, Central Michigan Hospice, '98