

BRANDON E. CARTER, MBA, CPFIM

119.071(5)(K)

Willing to Relocate

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Summary

Dedicated, personable, and ambitious professional. Proficient in executive management and supervisory duties and functions. Adept in accounting, finance, and administrative support. A devoted servant leader who leads by example and promotes employee empowerment. A collaborative leader who promotes mutual accountability and teamwork. Currently seeking a position with long-term growth opportunity due to my core strengths which are accuracy, efficiency, and leadership, in addition with my love of working in a unit that shares the same mentality to be the best. I have acquired these strengths from my decade of experience in managing deadline-driven teams in fast-moving environments from the Marine Corps to a successful publicly traded recruiting firm to local government.

SKILLS

- Administration
- Accounting/Audit
- Finance/Budget
- Operations
- HR/Payroll/Risk Mgmt.
- Economic Development
- Public Engagement
- Perform/Growth Mgmt.
- Capital Projects/CIP/PM
- Municipal laws/Regs
- Facilities/Utilities Mgmt
- Bonds/Debt Mgmt.

PROFESSIONAL EXPERIENCE

Executive Director of Finance

Jan 2023-Jul 2025

Interim City Administrator (Unofficial)

City of Lake City, Lake, SC.

Executive Finance Director presides over the financial, accounting, and administrative operations and functions of a town with a population of 6,000. Manage relationships with the local organizations and businesses such as the Chamber of Commerce and neighboring municipalities. Collaborate with department heads such as Police Chief, Fire Chief, Public Works, Recreations, and others. Ensure the City is within Compliance of federal, state, and local law. Oversee, directs, and preside over the financial health and metrics of the City.

Finance

- Presided over the full cycle of financial and administrative operational functions for the City of Lake City; Control/Preside over the functions and reconciliation of the City's general ledgers; Oversee/managed the month-end/year-end closings; Ensured/Oversee annual fiscal audits.
- Prepare/Manage/implement the annual operating budget; Prepare/Implement the capital improvements plan; Develop various approaches/strategies regarding bolstering cash flow.
- Director of human resources/risk management; Ensured timely payroll; Administered the implementation of the City ordinances/Internal Controls/Procurements;
- Governed the financial health of the City; Organized with code enforcement regarding collection of delinquent business licenses tax/hospitality tax; Safeguarded Debt management/issuance.
- Spearheaded/Directed all matters related to revenue; Constructed methods of improvements via benchmarking neighboring jurisdictions/nation-wide municipalities; Oversee the city's

growth/developments; Oversaw all collaborations regarding City's events/affairs.

- Founder and Director of the Grants Department; Managed the Grants administration, Grants writing, and finance; Oversees opportunities, investments, capital projects, and compliance.

Administration

- Engaged with Department Heads regarding financial metrics/budget performance; Provides guidance regarding fiscal discipline; Presented/analyzed financials to city council/public; Managed organizational issues/matters; Provided weekly correspondence to mayor and city council.
- Oversaw all public information/engagements; Orchestrated correspondence to local, county, federal officials/department heads regarding City developments/investments; Provided insight on shortfalls/surplus; Provided guidance regarding steps to attract collaboration/assistance via partnerships/relationships.
- Play a major role as a liaison among local officials, local businesses, and the public.
- Orchestrated/Engaged budget workshops for local officials/community; Assist the Mayor and City Clerk in the production of city council meetings; Assist in matters related to Resolutions/Ordinances.
- Assisted in Economic Development; Led the charge to Improve the business climate; Managed meetings with project managers, engineering/legal firms, and local officials; Managed acquisitions/developments and annexation; Assisted in recruiting new businesses.
- Spearhead/Managed capital projects/developments for city's growth; Collaborated with City Council/Community leaders regarding City's progression; Provided guidance/counsel regarding steps towards accumulating growth via infrastructure, housing affordability, and revitalization.

Accounting Specialist

Oct 2021-Jan 2023

HireQuest Incorporated, Goose Creek, SC.

Accounting Specialist that presides over the A/R duties and functions of a fast-moving, publicly traded staffing/recruiting firm; Manages relationships of 200 branches and 50 owners in 40 states while coaching my team to constantly improve our processes, with the results being record growth across the board for the branches and the company.

- Led a team of accounting professionals to ensure the timely processing of all vendor's checks and invoices; Oversee the financial health of over 200 branches nationwide in addition with the company as an entity.
- Play a major key role in accounting activities to ensure compliance, principles, policies and procedures, and audits; Worked closely with management and team members regarding improvements of internal controls.
- Founder and Director of the company's professional training academy; Oversees/Governs personnel training regarding accounting, finance, and administrative functions and principles; Develop/Implement coaching strategies to increase retention; Safeguard/Preside over the company's contingency plans and programs.

Office Manager

Jul 2020-Oct 2021

Harris Ventures DBA Staff Zone, North Charleston, SC.

Directed/Managed the daily branch operations; Worked with my team to develop standard operating procedures, both financial and in terms of employee performance. Responsible for all credit, invoicing, collections, financial reporting, payroll, training, and tracking improvement; Played a key role in consumer relations; Drove sales by maintaining rapport with customers; Mitigated legal and financial risk by conducting thorough in-depth research of clients.

- Supervised seven professionals; Established/Solidified the company's standards and expectations for the branch; Prioritized the physical and mental well-being of the employees.
- Pioneered the modeling/execution of the full cycle financial/accounting process.
- Administered the recruitment efforts to maintain a strong workforce; Processed candidates' applications/onboarding; Interviewed candidates for various employment opportunities; Hired/delegated employees for different assignments.

Administrative Specialist

Jul 2012-Feb 2016

United States Marine Corps, MCAS - Cherry Point, NC.

Administrative specialist that governed the daily financial, logistical, legal, accounting, and administrative operations of a company of over 600 Marines; Spearheaded/Executed the company's budgeting, expenses, payroll, employee policy and procedures, and all team-development.

- Supervised six professionals into completing operational tasks which entail administrative, financial, accounting, payroll, logistics, and legal functions.
- Mastered the myriad ways to conduct formal and informal team and individual coaching, mentoring, assessment, counseling, and evaluation; Implemented team/individual exercises.

EDUCATION

Master of Business Administration (MBA) with a concentration in Business Administration. **Jul 2022**
Liberty University, Lynchburg, VA.

CERTIFICATIONS

Certified Public Funds Investment Manager (CPFIM) **04/2025**
Tawas City, MI

PROFESSIONAL ORGANIZATIONS

International City/County Management Association (ICMA)
South Carolina City/County Management Association (SCCCMA)

COMMITTEES

President-Elect - Government Finance Officers Association of South Carolina (GFOASC)
Board of Directors Committee Member - Young Professional Network (YPN)

ACHIEVEMENTS

Elected to the Board of Directors of GFOASC as President-Elect.
Elected to the Board of Directors of the YPN with the GFOA.

Public Records Exemptions

Enclosed please find a copy of the response documents for your public records request. The following information is provided to explain the process employed to review and produce the response documents.

Reason	Description	Pages
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