

# BRANDON E. CARTER, MBA, CPFIM

Sumter, SC 29153 \*Willing to Relocate\*

843-860-1661

carterbe843@gmail.com

## Summary

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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

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|---------------------|--------------------|-----------------------------|
| • Administration    | • Accounting/Audit | • Finance/Budget            |
| • Operations        | • HR/Management    | • Economic Development      |
| • Public Engagement | • Capital Projects | • Innovation/Results-Driven |

## PROFESSIONAL EXPERIENCE

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### 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

- Presides 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 ledgers; Manages/Prepare/implement the annual operating budget in addition with capital improvements; Propel various strategies to bolster ethics and good governance.
- Spearheads the implementation of the Internal Controls/Procurements; Develop various approaches regarding cash flow; Presented the monthly financials to local officials.
- Governs the financial health of the City; Construct methods of improvements by benchmarking neighboring jurisdictions and nation-wide municipalities; Oversee the city's growth by networking with organizations and associations; Oversee 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**

- Engages with Department Heads regarding financial metrics/budget performance; Provides guidance regarding fiscal discipline; Manages organizational issues/matters.
- Oversee all public engagements; Orchestrate correspondence to local, county, federal officials/department heads regarding City developments/investments; Provided insight on shortfalls/surplus; Provided guidance regarding steps to attract outside assistance.
- Play a major role as a liaison between local officials, local businesses, and the public.
- Orchestrate 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.
- Assist in Economic Development; Managed meetings with project managers, engineering firms, legal, and local officials; Provided weekly updates if necessary.
- Spearhead/Manages capital projects for city's growth; Collaborated with City Council and 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 two 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.
- Ensured the temporary workers were adhering to the standards of the company; Coached the workers regarding job efficiency; Mentored the workers towards betterment of lifestyle.

- Pioneered the modeling/execution of the financial process; Confected the financial statements; Ensured the branch was achieving budget; Monitor/Control the branch's expenses.
- Collaborated with team members to plan and execute short- and long-term financial strategies.
- 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, 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, logistics, and legal functions.
- Proofread, Corrected, and Rectified administrative/legal documents for personnel; Guided/Counseled personnel through the various changes in finances. Monitored personnel travel expenses, purchases, and reimbursements; Controlled the company's ledgers/databases.
- 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

**Certified Public Finance Officer (CPFO).** **Present**  
Chicago, IL

#### **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.