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**OBJECTIVE:** Seeking a challenging and responsible auditing position where my accounting and auditing background, work experience and supervisory skills may be utilized.

**EDUCATION:** B.S. 1979, Florida State University, Major: Accounting

**LICENSE:** Certified Public Accountant, State of Florida 1982

**OTHER SKILLS:** Technically proficient in Microsoft Word, Excel and PowerPoint, SAP Accounting System and FileMaker Pro

**EMPLOYMENT  
HISTORY:**

February 1998 -  
February 2018

**Office of the Chief Auditor, Broward County Public Schools, Fort Lauderdale, FL**  
*Chief Auditor*

- Coordinated the School Board's internal auditing function to assure conformance with School Board policies, State and Federal regulations and establish auditing principles and procedures.
- Designed, coordinated and implemented an audit function for the District's facility and maintenance program.
- Represented the School District and acted as a liaison with external auditors, particularly to facilitate the year-end work of the external accounting firms.
- Provided assistance to governmental auditors who performed operational audits of the School District.
- Coordinated and served as the Board's contact with the School Board's Audit Committee.
- Provided operational, internal fund and property and inventory audit reports to the Audit Committee and the School Board.
- Conducted forensic audits and assisted the State Attorney's Office and several other law enforcement agencies, as well as the District's Special Investigative Unit (SIU) with fraud investigations related to financial issues within the District (Internal Funds, Independent School Related Organizations, Charter Schools, payroll, procurement, vendor payments, construction projects, etc.).
- Performed audit reports to assist management in the performance of their responsibilities, which included analyses, recommendations, and information concerning the activities reviewed.
- Provided staff training programs to increase the individual skills and proficiency related to audit assignments and provided management training on School Board policies and procedures.
- Represented the School District with legal actions by appearing in court as a witness and assisted the School Board Attorney's Office, Risk Management and Charter Management/Support Departments.

February 1983 -  
February 1998

**Miami-Dade County Public Schools, Miami, Florida**

*Director*

- Planned and performed operational audits of the School District's Capital Construction Program, various departments, school and vendors that had contractual relationships with the District.
- Responsibilities included planning, organizing, supervising audits and preparing audit reports for management, including making recommendations for improving the School District's operations.
- Other duties included performing workshops and training programs for various departments and school-site staff, directed the implementation of accounting procedures based on audit recommendation, assisted the external auditors in the performance of their audits and served on various committees and task forces representing Internal Audits.

December 1982 -  
February 1983

**Loff & Hirschberg, P.A. Certified Public Accountants, North Miami Beach, Florida**

*Senior Accountant*

- Supervised, as well as participated in all stages of certified audits, reviews and compilations. Prepared corporate and individual tax returns. Industry exposure includes manufacturing, retail, not-for-profit and regulated investment companies.
- Worked with a variety of large and small clients preparing monthly financial statements and special reports.

October 1981 –  
November 1982

**Southeast Mortgage Company, Miami, Florida**

*Assistant Controller*

- In charge of the General Accounting Department's daily operations.
- Responsible for preparation, analytical review and distribution of monthly financial statements to senior management and to the parent company.
- Responsible for updating accounting system, cash flow reports, general accounting, accounts payable and payroll.
- Monitored internal controls over fixed assets and inventory management.

July 1979 -  
September 1981

**Main Hurdman, Certified Public Accountants, Miami, Florida**

*Staff Accountant*

- Worked as a Staff Accountant and member of the audit team.
- Job experience included working on all aspects of auditing for large and small clients in the hotel, restaurant, aviation, construction and manufacturing businesses.
- Responsible for medium size audits from planning stage until completion of audit.
- Frequently in charge of supervising new staff members during field work of audits.
- Worked in Small Business Department for one year preparing monthly compilations, payroll tax returns and Federal tax returns for a variety of clients.

**REFERENCES:**

Available upon request.