

**Alachua County Housing Authority Board**

**Applicant Package - Alternate**

Alachua County Housing Authority Board - Alternate

**Term** 01 Aug 2023 - 31 Jul 2027

**Positions Available** 1

**Number of applicants in this package** 1

- Beans, Michelle

**Name:** Beans, Michelle

**Address:** 5302 Southwest 131 Lane, Micanopy, FL, 32667

**Email:** gmbeans62@gmail.com

**Board Name:** Alachua County Housing Authority Board

**Primary Phone:**

352-278-4448

**Please list any civic and professional accomplishments/honors, training or experience related to this appointment::**

20 years of PHA experience first working as a fee accountant and 13 years working at Gainesville Housing Authority. Positions included Deputy Executive Director, COO and CFO. Certifications received for Executive Management of Housing Choice Vouchers and Public Housing.

**Please list any current/previous Advisory Board appointments:**

Alachua County Housing Finance Authority - previous member

**What Contributions do you feel you could make if you were selected to this board?:**

I have experience in the executive management of a housing authority which provides an insight of the challenges ACHA faces. In addition to PHA experience, I have volunteered with Habitat for Humanity and have been involved in the affordable housing industry for 20 years.

**Please Agree with the following statements:**

**I understand this application is the property of Alachua County and subject to public records laws. I hereby certify that the statements made on this application are true and correct. I understand that Appointees to advisory board/committees are required to attend scheduled meetings as specified in the "Guidelines for Citizen Advisory Boards and Committees". I understand that some boards and committees require Financial Disclosure (Chapter 112, Florida Statutes) and I am willing to file if required. I affirm that my personal and business (if applicable) affairs within Alachua County are in substantial compliance with all county regulatory and taxing authorities rules and regulations?:**

Yes

**Note: This question is for the Gainesville-Alachua County Airport Authority Board**

**Do you currently hold any publicly elected office in the State of Florida?:**

No

**Note:** This question is for the Gainesville-Alachua County Airport Authority Board

**Have you, as yourself or as an employee, agent or consultant for another person or legal entity, transacted business with the authority within the last 3 years?:**

No

**Employer :**

Retired

**Occupation:**

Accountant

**Are you currently serving, or have you ever served, on an Alachua County advisory board? :**

Yes

**If yes, please list board(s):**

Alachua County Housing Finance Authority

**I do hereby attest that, to the best of my knowledge and belief:**

- 1. I have maintained good moral character throughout my personal and professional life.**
- 2. I have not engaged in any conduct or behavior that would reflect adversely on my honesty, integrity, or ethical standards.**
- 3. I have not been convicted of any felony or misdemeanor involving dishonesty, fraud, or moral turpitude.**
- 4. I have adhered to all applicable laws and regulations in my personal and professional dealings.**
- 5. I strive to uphold the principles of fairness, respect, and responsibility in all my interactions.:**

Yes

**Time of Submission:** 01/28/25 6:30:46 PM

**Attachments**

- 2025-01-28\_E Michelle Beans Resume.pdf

# ***E. MICHELLE BEANS***

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5302 S.W. 131<sup>st</sup> Lane • Micanopy, Florida 32667 • 352.278-4448  
Gmbeans62@gmail.com

## **SUMMARY OF QUALIFICATIONS**

Over thirty years' experience in the financial industry with a focus in housing. Highly organized and goal oriented with a history of business development and leadership. Accustomed to working in a deadline-oriented environment.

- Expertise in developing and delivering monthly, quarterly, and annual financial statements for management within tight deadlines.
- Proven ability to identify and implement improvements to streamline processes and increase operational efficiency and productivity.
- Excellent computer skills; proficient with Microsoft Word, Microsoft Excel, and able to learn proprietary systems/applications quickly and easily.
- Proven ability to work in a team environment utilizing the skills of individual members.

### **Skill Proficiencies**

- Quarterly Reports
- Accounts Payable/Receivable
- Budget Preparation
- Process Improvement
- Financial Statements
- Reconciliation

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## **EDUCATION**

Master of Business Administration – Liberty University  
Bachelor Degree in Accounting  
Bachelor Degree in Business Administration  
Saint Leo University, Saint Leo, Florida 2002- 2004  
Graduated Cum Laude

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## **PROFESSIONAL EXPERIENCE**

**Gainesville Housing Authority**  
Deputy Executive Director / CFO

**January 2011 to June 2024**

Responsible for all aspects of the finance department and operations of Public Housing and Housing Choice Voucher Program (HCVP). Oversight includes: accounts payable; payroll distribution; bank reconciliations; monthly accounting reports to Board of Commissioners; month-end and year-end close-outs. Preparation of annual budgets and revisions as needed. Operations duties included Human Resource Management; Public Housing leasing and HCVP utilization.

*Continued...*

## **Gainesville Housing Authority continued...**

### *Key contributions:*

- Initiated the first ACH payments to landlords
- Implemented cost-savings measures: On-site deposit, PDF printing; reduced paper usage.
- Identified Section 8 Shortfall and worked with GHA team and a HUD shortfall team to avert removing participants from the program.
- Assisted Executive Director in executing a recovery plan which prevented GHA from going into HUD receivership.
- Part of a team that created and implemented strategic planning for Gainesville Housing.
- Managed operations during the COVID pandemic.

## **The Cornwell Associates Accountants, Inc.**

**June 2004– January 2011**

### Staff Accountant

Monthly reconciliation of bank accounts, verification of tenant activity in Public Housing, Section 8, and Rural Development. Preparation of financial statements for presentation at the client's monthly Board of Commissioner's meeting. Review of annual budget for variances and causes of variances. Completion and submission of HUD required documents.

### *Key Contributions:*

- Analysis of Section 8 cost containment.
- Special projects such as preparation of Human Resources Manuals, Administrative Plans, One and Five Year Plans.
- Providing assistance in the efficient transition to Project Based Accounting.

## **Wachovia Bank, N.A.**

**January 2002 – June 2004**

### Gainesville, FL

Generated mortgage, consumer and small business loan sales. Determined ratios to support current and proposed debt, assessed further financial needs and presented determinations to clients. Assisted clients with their retirement and current investment goals. Through an interview process, recommendations were made to meet not only the need, but the risk tolerance.

### *Key Contributions:*

- Increased sales in both loans and investments.
- Promoted the local office at community functions.

## **Republic Security Bank – F/K/A First Bank of Florida**

**May 1985 – August 2001**

### Vice President - West Palm Beach, Florida

Managed various business areas ranging in size from \$53 to \$660 million in footings and 25 to 110 personnel allocations. Set goals at the banking center level and assisted sales managers in setting goals for individual team members. Worked with various teams in the bank to create stream-lined operational processes and new product offerings. Created annual budgets and ensured all banking centers operated within budgeted dollars.

### *Key Contributions:*

- Part of the management team growing the bank from 17 to 53 branches.
- Created Quality Control Audits to maintain operational integrity during a period of exponential growth.
- Created an enthusiastic team focused on goal attainment.

Certifications from the premier Public Housing Trainer include:

Executive Management Housing Choice Voucher Program

Executive Management Public Housing

Managing Project Based Vouchers

Former Secretary for the Alachua County Housing Finance Authority

Family Selection Committee, Habitat for Humanity