



BOARD OF COUNTY COMMISSIONERS
110 N Apopka Avenue, Inverness, FL 34450
352-341-6560 Fax: 352-341-6539

RECEIVED

NOV 5 2025

COUNTY ADMINISTRATOR

APPLICATION FOR ADVISORY BOARDS/COMMITTEES

Name: Karen OBrien Home Phone: 203-906-6942
Address: 5220 N Cliff Dr. Cell Phone: "
Business Phone: _____ Fax: _____ Email: kso241@gmail.com
Place of Employment: Retired
Board/Committee Applied for: Library Advisory
Specific Position on Board/Committee Applied for: member
How long have you lived in Citrus County: Years 8 Months _____
In which commission district do you reside? 1 2 3 4 5 (circle one)
Do you currently hold public office? Yes _____ No ✓
Do you now serve, or have you ever served on a Citrus County board or committee? Yes _____ No ✓
Please list the Committee/Boards:

Please list your community activities (civic clubs, neighborhood associations, etc. and positions held)

Education: former CPA, M.S. - Education; BS - Accounting

Experience: Assistant Controller for 8 years ending in 2016; various Acctg. positions

Some of the boards/committees appointed by the County Commission are required to comply with Chapter 112, Florida Statutes, the Financial Disclosure Law. If applicable, would you be willing to file the required financial statement? YES ✓ NO _____

DATE 11-5-25 SIGNATURE Karen OBrien

Appointees to Advisory Boards/Committees are required to attend scheduled meetings as specified in Administrative Regulation entitled Board Appointments.

If you have any additional information such as a resume, please attach. Applications will be kept on file for a period of one year from date of receipt by the Board of County Commissioners. Should a vacancy occur, during that time, on the Board to which you have applied you will be notified to confirm your interest in being reconsidered for that Board

I'm an active user of the library and am impressed with the professionalism of the entire library staff.

SUMMARY OF QUALIFICATIONS

High energy finance professional with creative problem solving and analytical skills. Highly adaptable and proactive professional with a proven record of motivating team for superior results.

Update: Retired to FL 2017

PROFESSIONAL EXPERIENCE

SPINE WAVE, INC., Shelton, CT

2/06-8/15

Assistant Controller for Medical Devices Company

- Developed and implemented marketing project accounting resulting in 25% marketing cost savings while also highlighting return on investment opportunities
 - Automated monthly close process and streamlined operations improving closing timeline by 10 days
 - Managed accounting team, accounts receivable and payable functions and risk management
 - Motivated staff to improve accounts receivable days outstanding by 12 days, improving cash flow
 - Implemented system conversion from QuickBooks to SAP and improved chart of accounts structure for more meaningful financial statement presentation
 - Reduced audit fees for year-end and interim audits by improving controls and providing timely, detailed analyses resulting in shorter audit timeframe
 - Initiated and implemented Concur travel expense program to save money; improve controls and ensure government reporting compliance regulations were met
 - Worked with Sarbanes-Oxley consultants to document and improve controls
 - Implemented revenue recognition policy for accurate GAAP financial reporting
 - Changed banking process and accounts to improve controls, reduce fees and increase interest income
- Started as Senior Accountant, first promoted to Accounting Manager, and then Assistant Controller*

HERITAGE VILLAGE MASTER ASSOCIATION, Southbury, CT

1/02-8/04

Comptroller for Condominium Management Company

- Improved monthly statement reporting package and financial presentation to Board and non-financial members to clearly show financial and budget results
- Implemented variance analyses that led to cost savings of over \$500K for residents
- Improved cash management and investment of Treasury Bills for increased interest income
- Managed daily department activities and team consisting of staff accountant, accounts payable & receivables and payroll
- Budget and program development and responsibility for adherence to strict budget guidelines

CLAYTON NATIONAL, INC., Shelton, CT

9/00-8/01

Controller for Asset Management/Loan Servicing Company

- Monthly closing and financial statement preparation and analysis
 - Managed bank accounts and cash flow for corporate and client accounts
 - Supervised cash accounting department and maintained bank relations
 - Coordinated flow of activity into MAS90
- (Company bought out by GMAC; Position Eliminated)*

REALLY GOOD STUFF, INC., Monroe, CT

11/98-9/00

Accounting Manager for Catalog Wholesale Company

- Developed budget & sales forecasts and weekly management reports
- Implemented cost margin reporting system to control and improve margins by over 20%
- Developed catalog reporting system to match costs with revenue and monitor costs
- Cash management – tracked loans & daily cash activity to monitor and forecast cash flow
- Managed staff of five people and day-to-day operations while responsible for timely monthly closings

Karen S. O'Brien, CPA
24 Tram Drive, Oxford, CT 06478
(203)906-6942 *cell* kso241@gmail.com

EDUCATION

UNIVERSITY OF NEW HAVEN, West Haven, CT
Master of Science – Education 4.03 GPA

SACRED HEART UNIVERSITY, Fairfield, CT
Bachelor of Science - Accounting Major, Business Minor 3.7 GPA

PROFESSIONAL CERTIFICATIONS AND AFFILIATIONS

Certified Public Accountant
Member - American Institute of Certified Public Accountants