

## General Job Application

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**Job Title**

Assistant City Manager

**Requisition Number**

46448

### Personal Data

#### Contact

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**First Name**

T'Shombe

**Middle Name****Last Name**

Johnson

**Address**

2821 S Oakland Forest Drive, unit 101

**City**

Oakland Park

**State**

Florida

**Zip Code**

33309

**Primary Phone**

9046359849

**Alternate Phone****Email Address**

tmbonsell@hotmail.com

### Salary Requirement

What is your desired salary range?

open

### Eligibility

Do you have a legal right to work in the U.S.?

Yes

If yes, are you able to provide documents as required by law to verify your eligibility to work in the U.S.?

Yes

Have you ever been convicted of a crime excluding misdemeanors and/or summary offenses?

No

If yes, provide the details for all such instances.

### Education Information

#### High School

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**High School Name**

Jean Ribault Senior High School

**Did you graduate?**

Yes

**City**

Jacksonville

**State**

Florida

## College/University

Name of College/University/Other		Start Date	End Date
Florida Agricultural & Mechanical University		8/1/1995	12/31/2000
City		State	
Tallahassee		Florida	
Degree	Major	Did you graduate?	
Bachelors	Accounting	Yes	

## College/University

Name of College/University/Other		Start Date	End Date
Western Governors University		7/1/2019	6/30/2021
City		State	
Salt Lake City		Utah	
Degree	Major	Did you graduate?	
Masters	Business Administration	No	

## College/Graduate School

Name of College/University/Other		Start Date	End Date
City		State	
Degree	Major	Did you graduate?	

## Vocational/Technical

Name of Vocational/Technical School		Start Date	End Date
City		State	
Degree	Major	Did you graduate?	

## Additional Education Information

Please list any additional education below.

## Employment Information

Beginning with your present or most recent employment, describe ALL periods of employment including self-employment, unemployed periods and military service. Your adult employment MUST be complete. Use the space provided below, if necessary. The City of Margate appreciates the reasons why you might prefer that your current employer not know about this application. Be advised that the City generally does not contact any employer until the latter stages of our hiring process.

## Most Recent Employer

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<b>Start Date</b>	<b>End Date</b>	
03/01/2016	Current	Full Time
<b>Position Title</b>		
Division Assistant Controller		
<b>Employer</b>	<b>Phone Number</b>	
HCA East Florida Division	9547675714	
<b>Address</b>		
450 E Las Olas Boulevard, Suite 1100		
<b>City</b>	<b>State</b>	<b>Zip</b>
Fort Lauderdale	Florida	33301
<b>Duties</b>		
Perform daily and monthly financial reporting and annual operating budget for six ledgers		
Manage capital expenditures for the Division (14 hospitals and Division office)		
Prepare various reports which summarize and forecast business activity and financial position		
Perform annual facility balance sheet and Sarbanes Oxley field audits		
Assist in the development, documentation, and implementation of departmental accounting standards		
Identify and review "Best Practices" for accounting functions to streamline/standardize job task/reporting		
Serve as a back up to the Division Controller		
Mentor, train, and develop facility Finance employee's (28+)		
<b>Reason for leaving?</b>		
Professional growth		
<b>May we contact for reference?</b>		
Yes		

## Previous Employer

<b>Start Date</b>	<b>End Date</b>	
06/13/2008	02/28/2016	Full Time
<b>Position Title</b>		
Senior Accountant		
<b>Employer</b>		<b>Phone Number</b>
HCA: Plantation General Hospital		
<b>Address</b>		
401 NW 42nd Avenue		
<b>City</b>	<b>State</b>	<b>Zip</b>
Plantation	Florida	33317
<b>Duties</b>		
Develop and monitor internal control systems to safeguard assets and to ensure adherence of company policy		
Manage department deliverables: daily, monthly, semi-annual, quarterly, and annual		
Analyze the trends of net revenue explaining the activity and variances in addition to assisting with month end close reviews, trending reports, volume analysis, and normalization analysis		
Ensure that all operating statistics are gathered and inputted into the accounting systems monthly. Review historical statistics for accuracy and consistency		
Prepare revenue contractuals: Standard Monthly Accrual and Medicare Exhibit. Work in collaboration with Corporate Reimbursement to produce an accurate month-end exhibit and annual Cost Report		
Serve as a point of contact for all consolidated hospital services including payroll, AP, and Patient Accounting Services		
Prepare weekly and annual volume forecasting and EBITDA projections		
Prepare and review the annual operational budget and track the progress on a periodic basis		
Prepare and coordinate tax work-papers and filing requirements		
Project Management: Nursing Stat Project and department/accommodation code mapping and department statistic capturing		
Coordinate and facilitate internal and external audits		
<b>Reason for leaving?</b>		
Professional growth		
<b>May we contact for reference?</b>		
Yes		

## **Previous Employer**

<b>Start Date</b>	<b>End Date</b>	
07/22/2005	06/10/2008	Full Time
<b>Position Title</b>		
Senior Accountant		
<b>Employer</b>		<b>Phone Number</b>
HCA: Aventura Hospital and Medical Center		
<b>Address</b>		
20900 Biscayne Boulevard		
<b>City</b>	<b>State</b>	<b>Zip</b>
Aventura	Florida	33180
<b>Duties</b>		
Supervise and coordinate the duties and activities of the Accounting staff (5) to ensure all reporting and project deadlines were consistently achieved		
Select, train and evaluate performance of accounting personnel to ensure quality of service and technical expertise.		
Serve as a point of contact for all consolidated hospital services including payroll, AP, and Patient Accounting Services		
Prepare the annual operational budget and provide explanations for variances to budgeted operating expenses		
Manage the preparation of the Medicare Cost Report documentation, completion of annual Income Tax work papers, Community Reports, Leapfrog reporting, and coordination of the annual internal and external audits		
Ensure hospital compliance of internal controls and the Sarbanes-Oxley Act		
Facilitate annual inventory count with Supply Chain Director and Department Directors and ensure all inventory balances are materially correct.		
<b>Reason for leaving?</b>		
Professional growth		
<b>May we contact for reference?</b>		
No		



## **Previous Employer**

<b>Start Date</b>	<b>End Date</b>	
06/01/2002	06/08/2005	Full Time
<b>Position Title</b>		
Accounting Specialist		
<b>Employer</b>	<b>Phone Number</b>	
Merrill Lynch & Company, Inc		
<b>Address</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>
Jacksonville	Florida	
<b>Duties</b>		
Prepare multi-company monthly financial statements and month-end reporting		
Prepare annual SEC/NAIC filings and the annual escheat property filings		
Reconcile daily investment accounts and provide a daily Profit and Loss report		
Reconcile monthly bank accounts and balance sheet accounts as well as researched data to clear over-standard items from suspense		
Assist in the implementation of Sarbanes-Oxley internal controls and acted as the department liaison for internal and external audits		
Project Management: Department liaison for outsourcing initiative		
Built accounting models to assist in general ledger conversion		
Six Sigma team member: To decrease the amount of stop payments placed on stale dated checks		
<b>Reason for leaving?</b>		
Relocation		
<b>May we contact for reference?</b>		

## **Previous Employer**

<b>Start Date</b>	<b>End Date</b>	
		Full Time
<b>Position Title</b>		
<b>Employer</b>	<b>Phone Number</b>	
<b>Address</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Duties</b>		
<b>Reason for leaving?</b>		
<b>May we contact for reference?</b>		

## Previous Employer

Start Date	End Date	Full Time
Position Title		
Employer		Phone Number
Address		
City	State	Zip
Duties		
Reason for leaving?		
May we contact for reference?		

## Previous Employer

Start Date	End Date	Full Time
Position Title		
Employer		Phone Number
Address		
City	State	Zip
Duties		
Reason for leaving?		
May we contact for reference?		

## Additional Work Experience Information

Please list any additional work experience below.

## Skills & Certifications

Professional Certifications and Licenses

List all jobs skills, abilities, qualifications, and volunteer experience relevant to the position for which you are applying.

## Military Experience

Branch of Service		
Enlistment Date	Discharge Date	Type of Discharge
Primary Responsibilities & Duties		

## Applicant Statement

By my signature below, I authorize any federal, state, county or municipal governmental agency, any municipal corporation or political subdivision of this state, or any other state agency, department or division thereof, or any other public or private agency, person, firm, or corporation holding records concerning, that are considered confidential, to supply such information to the City of Margate.

By my signature below, I acknowledge that PRIOR to making a conditional offer of employment to me, the City of Margate may request information which may include, but not limited to, a history of my educational records, a history of my vocational and/or training records, criminal history, any documentation of previous or current on-the-job performance records or history, any reason, excluding any reason based on a medical condition or disability, for termination of any previous employment, any reason, excluding for discharge from military service, or any other personal information that is not medical, health, or disability related in nature which may not otherwise be obtained without prior agreement.

By my signature below, I acknowledge that SUBSEQUENT to making a conditional offer of employment to me, the City of Margate may request not only the information stated above, but also any information of what-so-ever nature regarding both my past or current job related or non-related medical/health condition(s) or disability(ies).

By my signature below, I acknowledge that any such information received by the City of Margate shall become public record pursuant to Chapter 119 of the Florida Statutes.

**I Agree**

Yes

## **Signature**

*T'Shombe Johnson*

Date Signed: 5/10/2019 6:18 AM

Date Submitted: 5/10/2019 6:19 AM

IP Address: 65.34.135.47



## Agency Wide Questions

Do you have any relatives working for the City of Margate?

No

Did you provide at least ten (10) years of relevant work history in the Work Experience section, or if you do not have ten (10) years of work history, did you list the entirety of your work experience in the Work Experience section? If not, please return to the Work Experience section to complete this information.

Yes

Where did you hear about the job opportunity you are applying to?

City of Margate website

Pursuant to Florida State Statute 119, all applications and materials attached are subject to public records request. Please use the space below to indicate whether or not you have any exemptions under FSS 119. If you do not have any exemptions, please write "N/A".

N/A

If you have relatives working for the City of Margate, please enter their name and department in the space below.

N/A

Did you provide at least three (3) professional work-related references? If not, please return to this section and add additional professional work-related references.

Yes

Please provide at least three (3) professional work-related references. Please include the following information: reference name, phone number, email address, position title. (Please note: professional work-related references are people who can speak to us about your job performance and are usually people who directly supervise you. For students, or those with limited work history: professional references may include internship/volunteer supervisors or academic teachers/professors).

Eleanor Samuels, 954-471-1949,  
Eleanor.Samuels@hcahealthcare.com, Market Controller-  
Reston Hospital Center  
Irfan Mirza, 954-707-0816, Irfan.Mirza@hcahealthcare.com,  
Chief Financial Officer, Westside Regional Medical Center  
Evelinda Serrano, 954-681-9566,  
Evelinda.Serrano@hcahealthcare.com, Clinical Coordinator  
Data Quality, JFK Medical Center

## Assistant City Manager Qualifications

Do you possess a Bachelor Degree from an accredited college or university, with major coursework in Administration, Management, or closely related field?

Yes

Do you possess a Master's Degree?

No

Do you have at least seven (7) years of successful management experience in municipal/county management?

No

Do you have municipal government experience?

No

Do you possess a DD214 for military service?

No

Please use the space below to explain what field your Bachelor's Degree is in. If you do not have a Bachelor's Degree, please type "N/A".

Accounting

Please use the space below to explain what field your Master's Degree is in. If you do not have a Master's Degree, please type "N/A".

N/A

Please use the space below to detail your relevant experience in municipal/county management. Please include where you obtained the experience, what capacity you worked in, how many years of experience you have, and any professional accomplishments.

N/A

Please use the space below to describe your municipal government experience. Please include where you obtained the experience, what capacity you worked in, and the total number of years of experience.

N/A

Do you have your ICMA Credentialed Manager Certification?

No

Dear Mr. May:

I have recently learned of your opening for Assistant City Manager, and I am writing to submit my resume for consideration. My solid background as a Division Assistant Controller for a large competitive healthcare system as HCA has allowed me the opportunity to focus on my considerable skills that can be effectively utilized by your organization.

My experience spans into diverse corporate environments on several levels with over a decade and a half of dedication and loyalty. From preparing budgets and managing capital assets to implementing reporting procedures and hiring staff, my background has consistently been characterized by my steadfast commitment to managing financial operations and achieving organizational objectives. My proven ability to strategically define and meet goals, along with my communication and time management capabilities, position me ready to excel in this role.

It has been a long time dream to work of mine to work in my local government. For this reason, I am a proud graduate of the City of Oakland Park: Local Government Academy and Broward County Sheriff's Department: Broward Citizens Academy.

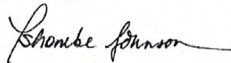
I believe the role of City Manager is one of the most influential leadership roles in a city government. I have the utmost respect for this position, and I think that will help me do the job better than other candidates for this role.

If you have any questions or would like to discuss the depth of my qualifications, please contact me at (904) 635-9849 or via email at [tmbonsell@hotmail.com](mailto:tmbonsell@hotmail.com). I look forward to discussing this opportunity with you.

Thank you for your time, efforts, review, and consideration.

Thank you for your attention.

Sincerely,

A handwritten signature in cursive script, reading "T'Shombe M. Johnson".

T'Shombe M. Johnson



# T'Shombe M. Johnson

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Oakland Park, FL | 904-635-9849 | tmbonsell@hotmail.com

## Objective

- To obtain a position with your organization that will expand my leadership abilities while enhancing my knowledge of the industry.

## Qualifications

- I am a seasoned Sr. Financial and Accounting Executive that has established and maintained long-term relationships; building trust and respect by consistently meeting and exceeding expectations. I have a proven track record in my ability to lead change, engage, energize and motivate others, excellent communication and writing skills, high level of interpersonal skills, ability to support the efforts of all levels of the organization and the ability to represent the organization effectively at all times. Using my Six Sigma background, I have been able to identify, review and implement best practices for multiple projects, and departments across 14 hospitals.

## Education

### **BACHELORS OF SCIENCE | DECEMBER 2000 | FLORIDA AGRICULTURAL & MECHANICAL UNIVERSITY**

- Major: Accounting

### **CURRENTLY ENROLLED | ANTICIPATED 2021 | WESTERN GOVERNORS UNIVERSITY**

- Major: Masters of Business Administration

## Skills & Abilities

### **LEADERSHIP**

- Member of Healthcare Financial Management Association
- Member of Miami Dolphins Special Teams
- Graduate of the City of Oakland Park: Local Government Academy and Broward County Sheriff's Department: Broward Citizens Academy
- Former member of Girl Scouts of Southeast Florida: Troop Leader, Service Unit Registrar, and Council Adult Recognition Committee
- Former member of the Plantation General Hospital Employee Advisory Group and H2U scholarship committee
- Former member of the Aventura Hospital and Medical Center Employee Advisory Committee

### **SKILLS**

- **Proficient in business software/applications:** Adobe Acrobat Pro DC and SAP: Business Objects Business Intelligence (BOBJ) and Crystal Reports
- **Expert in Finance and Accounting automation software:** SMART Procurement System, Lawson Accounts Payable, VISTA Financial Reporting, Productivity Labor Management System (PLUS), Concuity ClearContracts Application, and HOST (Patient Accounting, Funds Management, General Ledger, Budget and Quantitative Management Information Reporting Systems (QMIRS))
- **Microsoft Office suite:** Excel (expert level), Word, Access, PowerPoint and Outlook
- **Oracle applications and programs:** Oracle Discoverer 9i and Oracle Financials/Applications, and Smart View
- **Platforms:** MS DOS and SQL
- **Tax and Financial tools and applications:** Quicken: TurboTax, Universal Tax Systems: Tax Wise, Jackson Hewitt: Profiler and QuickBooks Pro.

## Experience

### **DIVISION ASSISTANT CONTROLLER | HCA EAST FLORIDA DIVISION (14 HOSPITALS) | MARCH 2016 - PRESENT**

- Perform daily and monthly financial reporting and annual operating budget for six ledgers
- Manage capital expenditures for the Division (14 hospitals and Division office)
- Prepare various reports which summarize and forecast business activity and financial position
- Perform annual facility balance sheet and Sarbanes Oxley field audits
- Assist in the development, documentation, and implementation of departmental accounting standards
- Identify and review "Best Practices" for accounting functions to streamline/standardize job task/reporting
- Serve as a back up to the Division Controller
- Mentor, train, and develop facility Finance employee's (28+)

### **SENIOR ACCOUNTANT | HCA: PLANTATION GENERAL HOSPITAL (264) | JUNE 2008 - FEBRUARY 2016**

- Develop and monitor internal control systems to safeguard assets and to ensure adherence of company policy
- Manage department deliverables: daily, monthly, semi-annual, quarterly, and annual
- Analyze the trends of net revenue explaining the activity and variances in addition to assisting with month end close reviews, trending reports, volume analysis, and normalization analysis
- Ensure that all operating statistics are gathered and inputted into the accounting systems monthly. Review historical statistics for accuracy and consistency
- Prepare revenue contractuals: Standard Monthly Accrual and Medicare Exhibit. Work in collaboration with Corporate Reimbursement to produce an accurate month-end exhibit and annual Cost Report
- Serve as a point of contact for all consolidated hospital services including payroll, AP, and Patient Accounting Services
- Prepare weekly and annual volume forecasting and EBITDA projections
- Prepare and review the annual operational budget and track the progress on a periodic basis
- Prepare and coordinate tax work-papers and filing requirements
- Project Management: Nursing Stat Project and department/accommodation code mapping and department statistic capturing
- Coordinate and facilitate internal and external audits

### **SENIOR ACCOUNTANT | HCA: AVENTURA HOSPITAL AND MEDICAL CENTER (407) | JULY 2005 - JUNE 2008**

- Supervise and coordinate the duties and activities of the Accounting staff (5) to ensure all reporting and project deadlines were consistently achieved
- Select, train and evaluate performance of accounting personnel to ensure quality of service and technical expertise.
- Serve as a point of contact for all consolidated hospital services including payroll, AP, and Patient Accounting Services
- Prepare the annual operational budget and provide explanations for variances to budgeted operating expenses
- Manage the preparation of the Medicare Cost Report documentation, completion of annual Income Tax work papers, Community Reports, Leapfrog reporting, and coordination of the annual internal and external audits
- Ensure hospital compliance of internal controls and the Sarbanes-Oxley Act
- Facilitate annual inventory count with Supply Chain Director and Department Directors and ensure all inventory balances are materially correct.



**ACCOUNTING SPECIALIST | MERRILL LYNCH & COMPANY, INC. | JUNE 2002 – JUNE 2005**

- Prepare multi-company monthly financial statements and month-end reporting
- Prepare annual SEC/NAIC filings and the annual escheat property filings
- Reconcile daily investment accounts and provide a daily Profit and Loss report
- Reconcile monthly bank accounts and balance sheet accounts as well as researched data to clear over-standard items from suspense
- Assist in the implementation of Sarbanes-Oxley internal controls and acted as the department liaison for internal and external audits
- Project Management: Department liaison for outsourcing initiative
- Built accounting models to assist in general ledger conversion
- Six Sigma team member: To decrease the amount of stop payments placed on stale dated checks