

Laura P. Johnson



SUMMARY: I am an accomplished professional with over 30 years of combined experience in state and local government, and over 25 years of managerial experience.

ACCOMPLISHMENTS: 1996 - CPA Certification

EDUCATION:

1991 – Bachelor of Science in Accounting

Winthrop University – Rock Hill, SC

EMPLOYMENT HISTORY:

Fairfield County Council

➤ ***Interim County Administrator- Contract (January 2023-Present)***

- Serve as the executive officer of the County.
- Direct the operation of the county, including all departments.
- Hiring competent and qualified staff to lead county departments.
- Formulate and enforce county policies and procedures.
- Approve disciplinary actions, up to and including terminations.
- Prepare and present operating and capital budgets to County Council for review and approval.
- Work closely with legal counsel on all legal matters.
- Attend meetings and conferences to represent Fairfield County and the Council.
- Assist in the preparation of council agendas.
- Responsible for the completion of the annual audit and ensuring that findings, if any, are corrected in a timely manner.
- Ensure that requests under the Freedom of Information Act are responded to in accordance with law.
- Meeting with citizens to respond to complaints, concerns, or recommendations.
- Formulate procedures for the use of both state and local accommodation taxes, as well as local hospitality tax funds.
- Update existing ordinances and bylaws.

- Assist Council in formulating long and short term objectives with established timelines.
- Advocate for the County as a member of the Fairfield Joint Water and Sewer System Commission.
- Enter into contracts, agreements and MOUs on behalf of the County.
- Partner with other agencies to provide needed services to citizens.

➤ ***Deputy County Administrator (April 2020-June 2021)***

➤ ***Interim Deputy County Administrator (July 2019-April 2020)***

- Assisted County Administrator in day to day operations.
- Worked with county staff on various projects.
- Conducted research at the County Administrator's request.
- Assisted in establishing county policies and procedures.
- Attended County Council meetings and various committee meetings.
- Provided oversight of departments as assigned by the County Administrator.
- Assisted the County Administrator in the transition of changes in leadership.
- Attended public functions and various community functions as requested and assigned by the County Administrator.

➤ ***Comptroller (April 2002- July 2019)***

- Performed general accounting functions, including preparation of journal entries, account analysis and various reconciliations.
- Formulated and implemented internal control procedures.
- Worked with managers to develop annual expense plan goals.
- Prepared and updated an accounting policies and procedures manual.
- Addressed and resolved non-routine, complex and unexpected variances.
- Maintained fixed asset module and calculated and record monthly depreciation expense.
- Prepared financial and regulatory reports required by laws or regulations.
- Prepared financial reports for presentation to County Administrator and County Council.
- Extensively involved in the budget preparation process.
- Managed the payroll, grant, and accounts payable areas. Performed such managerial duties as instructing; assigning, reviewing, and planning work of others; maintaining standards; coordinating activities; allocating personnel; acting on employee problems; recommending the selection of new employees; and recommending transfers, promotions, disciplinary actions, discharges, and salary increases.
- Worked closely with Procurement department to ensure Procurement Code is followed.
- Primary point of contact for auditors during annual audit.
- Prepared year-end W-2s and 1099s.

SC Department of Public Safety

➤ Revenue Accounting Manager (July 2000-April 2002)

- Responsible for the distribution of DMV revenues in accordance with law.

Office of the State Auditor

June 1991 – July 2000

- Assistant Auditor 1991-1993
- Senior Asst. Auditor 1993-1994
- Senior Auditor 1994-1996
- Audit Supervisor 1996-2000

- Conducted audits involving the planning and supervision of staff, examination of financial records of state agencies, analysis of expenditures and revenues, evaluation of the adequacy of internal control procedures, and preparation of audit reports. The types of audits include working closely with a public accounting firm to prepare the State's Comprehensive Annual Financial Report (CAFR)

REFERENCES AVAILABLE UPON REQUEST