

KARIN C. PETRIN

Professional Experience

President/CEO, Karifin Partners, LLC (f) The County Life Bookkeeping Feb 2008-Current

- Perform all functions of home-based business management with 1 part time employee.
- Maintain records of financial transactions by establishing accounts, posting transactions, ensuring legal requirements compliance using GAAP.
- Establish and maintain manual and automated bookkeeping systems with payroll for clients.
- Establish, develop, and utilize QuickBooks desktop and online versions.
- Research, create, and file payroll returns for Federal and State entities.
- Perform technical accounting by reconciling and adjusting client accounts per GAAP.
- Develop system to account for financial transactions by establishing a chart of accounts, defining bookkeeping policies and procedures.
- Maintain and balance subsidiary accounts by verifying, allocating, posting, and reconciling transactions following GAAP.
- Balance general ledger by preparing a trial balance; reconciling entries.
- Prepare financial reports by collecting, analyzing, and summarizing account details and trends.
- Comply with federal, state, and local legal requirements by studying requirements; enforcing adherence; filing reports; advising clients on needed actions.
- Administer private foundation and federal grants.
- Ensure legal and regulatory compliance in all financial functions and transactions.
- Create and submit modifications, invoices, quarterly reports, and draw requests to funders.
- Coordinate contractor, committee, and staff travel and payroll.
- Act as liaison and administrative support to initiative staff members.
- Work with multi-sectional Initiative partners from private and public sectors.
- Provide contracted Controller/CFO services (see Chief Financial Officer description below)

Business Advisor, New Ventures Maine/University of Maine at Augusta Mar 2016-Current

- Provide direct technical assistance to small business clients in the research and development of business plans, marketing plans, loan proposals and related business development.
- Evaluate business proposals together with client financial and business status to assess viability and bankability of proposals; advise clients as appropriate.
- Advise clients in small business management practices, methods, and techniques.
- Analyze financial records and prepare budgets.
- Provide advice and assistance in the establishment and maintenance of business and financial records and recordkeeping systems, in compliance with all relevant business, accounting, and taxation laws, regulations, guidelines, and standards.
- Improve processes by recommending operational changes.
- Evaluate and improve sales, marketing, and branding strategies.
- Identify opportunities for future business development and expansion.
- Develop and maintain internal and external communication channels.
- Analyze and advise on employee, labor, vendor, and supplier contracts.
- Perform risk analysis to mitigate and manage risks.
- Analyze consumer and competitor behavior.

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- Participate in the development, promotion, coordination, and delivery of comprehensive small business management training programs and workshops throughout the New England Region.
- Initiate and manage technology-based programming for web design and bookkeeping.
- Coordinate and participate in efforts to build relationships with area businesses to establish and develop contract training opportunities.
- Administer, monitor, and manage educational programs including budgeting.
- Participate as a member of community organizations to promote economic development.

Chief Financial Officer, Aroostook Band of MicMacs

Nov 2013-Aug 2015

- Coordinate A-133 audits of organizational accounts and financial transactions to ensure compliance with GAAP/GASB.
- Advise management on short and long-term financial objectives, policies, and actions via monthly presentations.
- Monitor financial activities and details of 60 federal, state, and local grant budgets to \$6.5 m.
- Analyze the financial details of past, present, and expected operations to identify areas for development or improvement.
- Monitor and evaluate the performance of staff, recommending and implementing personnel actions, such as promotions and dismissals.
- Supervise employees' financial reporting, accounting, billing, payroll, and budgeting.
- Prepare and file annual tax returns.
- Develop internal control policies, guidelines, and procedures for budget administration, cash and credit management, and accounting activities.
- Prepare financial statements, business activity reports, financial forecasts, and annual budgets.
- Delegate authority for the receipt, disbursement, banking, protection, and custody of funds, securities, and financial instruments.
- Coordinate and direct financial planning, budgeting, procurement, and investment activities.
- Receive cash and checks. Make deposits.
- Advise management regarding the purchase, lease, or disposal of items.
- Receive, record, and authorize disbursements in accordance with policies and procedures.
- Maintain knowledge of organizational, federal and state policies and directives.
- Handle all aspects of employee insurance, benefits, and casualty programs.
- Lead staff training and development in budgeting and financial management areas.
- Develop and maintain relationships with banking, insurance, and accounting firms.
- Direct and assist departments with accounting/budgeting policies and procedures and efficient control/utilization of financial resources.

Town Manager, Town of Mars Hill, ME

May 2013-Nov 2013

- Manage the affairs of a small rural community under the direction of a five-member Council in keeping with the Town Charter, ordinances, and laws of the State of Maine and the US.
- Facilitate internal and external communication throughout all levels of the organization, and conducted meetings with department heads and key management staff.
- Plan, organize and evaluate the work of all Town departments to ensure that operations and services comply with the policies and direction set by the Town Council.
- Use a team approach to hire, train, supervise, evaluate, promote, and discipline employees.

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- Perform financial and managerial analyses for the Town Council pertaining to Town operations and programs under consideration.
- Annually prepare, propose and administer the \$3.3 million budget.
- Direct the development of the capital improvement plan budget for approval by the Town Council as well as monitor the implementation of adopted budgets.
- Supervise the fiscal services of the Town including accounting, collections, budgeting, purchasing and financial reporting and auditing.
- Represent the Town at various meetings, functions, and events: serve as a liaison to various civic or governmental organizations and committees, taskforces, boards, and commissions.
- Maintain sound, positive public relations between Town, citizens, other governmental agencies, various boards, and commissions.
- Plan, strategize, and develop long and short term financial, economic, and administrative goals.
- Coordinate special projects for the Town, including the planning, design, implementation, and evaluation of construction/renovation projects, management studies, and new programs.

Education

BS, Southern New Hampshire University, Manchester, NH	Feb 2017
Major: Business Administration with accounting emphasis (incl. auditing, fraud, non-profit/govt)	
Individual Courses, University of Maine at Presque Isle, ME	May 2013
Personal Enrichment, HR and Financial Management	
AAS, Northern Maine Community College, Presque Isle, ME	May 2013
Major: Business Administration with accounting emphasis	
Certificate of Accounting, County Schools, Bridgeport, CT,	October 1990
Major: Accounting	

Certifications/Other Trainings

Microsoft Office Comprehensive (Word, Excel, Access, PowerPoint, Outlook), 2012
Maine NEW Leadership Institute Certificate, June 2012
Office of Inspector General, US Department of Interior, Fraud Awareness Certificate, 2014
Falmouth Institute Indirect Cost Certificate, 2015
State of Maine Municipal Certificates: Municipal Law, Town Manager, Elected Officials, Voter Registration and Elections, Motor Vehicles, Local Roads
NEPD/SBDC Certified Business Advisor, 2017
IRS Certified VITA/CA\$H Advanced Volunteer Tax Preparer for 2018 - 2022 tax seasons
Notary Public, renewed 2020
Certified QuickBooks Online Pro Advisor, renewed 2022
GoDaddy Pro, 2020
Intuit Certified Professional Bookkeeper, 2022