IVETTE AROCHO MALDONADO

Senior Finance and compliance leader with extensive experience across public and private sectors. Expert in federal fund management, regulatory compliance, procurement review, budgeting, audits, and process improvement. Proven record of increasing financial efficiency, mitigating risk, and ensuring compliance with **2 C.F.R. §200** and federal regulations. Demonstrated ability to integrate advanced problem-solving and analytical skills with strategic thinking and effective communication.

Work Experience:

2022 – Present – Quest Development and Finance, LLC
Senior Recovery Specialist

- Review municipal and applicant documentation for RFR compliance and eligibility.
- Conduct compliant procurements as per rule **2 C.F.R.200.**
- Validation of the submitted procurement, invoice and supporting documentation against the project worksheet scope of work to ensure alignment.
- Prepare and submit Request for Reimbursement (RFR) to each PW assigned.
- Prepare for and respond to monitoring events and audits conducted by the Federal Awarding Agency, Office of the General Inspector, State audits.
- Conduct a final review of completed awards, making appropriate adjustments or disallowances, and processing close-outs.
- Ensure compliance with FEMA Public Assistant (PA) section 406 Hazard Mitigation requirements, verifying eligibility, cost reasonableness, and proper disbursement of mitigation related expenditures.
- Prepare for and respond to monitoring events and audits conducted by the Federal Awarding Agency, Office of the Inspector General, State auditors and other auditors.
- Addressed any requirement submitted by an RFI to clarification or additional information.
- Manage project closeouts and COR3 system documentation.

2022 - Present – Regulatory Compliance Services, Corp.
Sr. Financial Analyst

- Lead financial feasibility, budget assessments, and cost analyses for procurement packages.
- Compile, develop and maintain applicant project records supporting eligible activities and costs.
- Review the contractors' financial statements, including income statements, balance sheets, and cash flow statements to ensure they comply with accounting standards and regulations.
- Assess proposer financial stability, bonding compliance, and fiscal responsibility.
- Ensure compliance with internal policies and external regulatory requirements.
- Analyze key financial ratios and trends to assess the contractor's financial health, liquidity, and profitability.
- Develop and maintain financial models to support procurement decision-making.
- Collaborate with cross-functional teams to identify cost-saving opportunities.
- Prepare evaluation summaries and recommendation reports outlining the top-ranked proposal based on the evaluation criteria.
- Justify the recommendation with reference to the evaluation criteria and the strengths of the selected proposals.
- Interact with the technical team as necessary to discuss concerns or challenges with recommendations.

Regulatory Compliance Services, Corp



Education:

- Interamerican University of Puerto Rico
  Masters Business Administration
- Interamerican University of Puerto Rico
  BS in Business Administration

Technical Skills:

- Disaster Recovery System (DRS)
- Grants System (GMS)
- SAP
- BPCS
- AS400
- Microsoft Office

Key-Value Areas

- Federal Grants & Regulatory Compliance
- Budget Development & Financial Analyst
- Procurement & Cost Eligibility Review
- Process improvement & KPI Management
- Cross-Functional Leadership
- Strong organizational and time management skills

2016 – 2018 - Finance Director
Puerto Rico Department of Justice

- Directed department -wide financial operations and audits.
- Increased the on-time delivery payments by up to **85%**.
- Ensure compliance with Federal Regulations such as Cash Management, Matching Fund, Budget Management, and Payment Management.
- Monitor current-year budgets by the fund and by projects.
- Responsible for all internal and external audit processes.
- Reviewed invoices and requisitions for satisfactory approval.

2013-2016 - Managerial Affairs Officer
Puerto Rico Department of Justice

- Recovered over **$1.5M** through improved bond and collection processes.
- Reviewed open accounts and performed collection efforts through calls and correspondence.
- Accountable for reducing delinquency for assigned accounts.
- Generated reports and statistical data monthly.

2011-2013 - Grant Manager
Puerto Rico Department of Justice

- Lead pre-awards activities and support the preparation and submission of federal grant applications.
- Managed award and sub-award financial operations, including budgeting, expense tracking, and account setup for accurate reporting.
- Successfully administrated and distributed over **$10 M** in grants from the US Department of Justice without any programmatic findings.
- Developed and implemented a compliance plan that ensured all Special Conditions were met, releasing previously frozen high-risk funds.
- Directed grant fund account setup and monitored timely spend-down of grant balances.
- Prepare, refined and delivered timely quarterly financial reports to Department Directors to support strategic decision-making.
- Oversaw and contributed to grant award closeout activities, ensuring compliance and accurate documentation.
- Delivered targeted training sessions to strengthen staff proficiency in grant management protocols and best practices.

1996-2005 - Accounts Payable Supervisor, Financial Analyst II
AstraZeneca Pharmaceuticals

- Increased Accounts Payable on-time payments to **97%** though KPI implementation.
- Successfully implemented the AP module of SAP through conversion of system and processes reaching 100% functioning on the go-live date.
- Lead P-Card process improvement projects for lab and office supplies, achieving **50% +** reduction in processing costs while negotiating favorable purchasing terms.
- Managed a team of 12 financial professionals ensuring accurate and timely processing of all transactions. Including but not limited to month-end closings.
- Ensured compliance with all Sarbanes Oxley (SOX) requirements.
- Generated and reviewed Payment Proposals prior to Positive Pay (ACH) processing.
- Managed local tax returns for professional service vendors.

Skills:

- Bilingual in English and Spanish
- Self-Motivated
- Comfortable working under pressure
- Excellent communications skills