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# BUDGET ACCOUNTANT RESUME

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## Job Objective:

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To obtain a Budget Accountant position and utilize my experience and skills for the successful completion of each job task.

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## Highlights of Qualifications:

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- A great deal of experience in developing and managing annual operating budgets
  - Excellent ability to analyze financial data and budget trends
  - Ability to prepare budget drafts for complex contract and grant proposals
  - In-depth knowledge of federal, state and private grant budgeting and expense guidelines
  - Sound knowledge generally accepted accounting principles
  - Proficient in using automated financial systems, MS Excel, PowerPoint, Visio and Microsoft Access
  - Excellent analytical skills and strong attention to detail
  - Excellent communication skills (verbal and written) and organizational skills
  - Trustworthy individual with strong ethics and integrity
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## Professional Experience:

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Budget Accountant, August 2005 – Present  
Harte-Hanks, Inc., Tarzana, CA

- Gathered, computed and summarized data for the operating, capital and cash flow budgets including financial ratios.
  - Prepared monthly budget variance reports for management and the Board of Directors.
  - Ensured to update financial forecasts; and prepared a five-year operating, capital and cash flow budgets including financial ratios.
  - Prepared and reported monthly operating and quarterly capital expenditure variance analysis.
  - Coordinated budget process with strategic planning and rate-making functions.
  - Administered to improve the integration between operating, capital, cash flow and financial ratio budgeting models.
  - Notified management about issues related to resource operation, tax strategies and budget forecasts.
  - Provided internal and external auditing services for businesses and individuals.
  - Suggested customers regarding compensation, health care benefits, long-range tax and estate plans.
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## Education:

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Bachelor's Degree in Accounting, Drexel University, Philadelphia, PA

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