
BUDGET CLERK RESUME

Summary:

A hardworking individual who has performed a variety of accounting functions which included budget management and revenue assurance; has extensive experience in preparing company budgets annually for easy projections of the company's future directions; can conduct accurate budget assumptions, comparative analysis and forecast market trends.

Professional Experience:

Budget Officer, September 2008- Present
America Online, Hartford, CT

Responsibilities:

- Directed and coordinated activities of personnel responsible for formulation, monitoring and presentation of budgets for controlling funds to implement program objectives of public and private organization.
- Correlated appropriations for specific programs with appropriations for divisional programs and included items for emergency funds allocations.
- Directed preparation of regular and special budget reports to interpret budget directives and establish policies for carrying out directives.

Senior Budget Officer, July 2004- August 2008
Financial Associates, Inc, Bridgeport, CT

Responsibilities:

- Prepared budgets based on previous budget figures and balances with the estimated revenue and expense.
- Recorded books containing sales and actual operating expenses such as payrolls and material costs.
- Compiled monthly figures of revenues and expenses to show current budget status.
- Computed ratios and percentages to make interdepartmental comparison, indicate trends, and show other factors affecting fluctuations.
- Prepared charts and graphical representations, tabulated statistical data for presentations in budget reports.
- Prepared financial statements showing profit and loss figures.

Billing Clerk, July 1999- June 2004
Financial Associates, Inc, Bridgeport, CT

Responsibilities:

- Directed and coordinated activities of personnel responsible for formulation, monitoring and presentation of budgets for controlling funds to implement program objectives of public and private organization.
- Correlated appropriations for specific programs with appropriations for divisional programs and included items for emergency funds allocations.
- Directed preparation of regular and special budget reports to interpret budget directives and establish policies for carrying out directives.

Senior Budget Officer, July 2004- August 2008
Financial Associates, Inc, Bridgeport, CT

Education:

Bachelor of Science in Business and Management
University of Arizona, 1999
Certified Management Accountant
Institute of Certified Management Accountants, 2000

Skills:

- Strong interpersonal skills
- Excellent quantitative/analytical skills
- Ability to operate typing, adding, calculating, and billing machines.
- Able to handle multiple projects simultaneously and can meet deadlines
- Keen on detail and highly organize
- Organizational skills essential in submission of timely and focused projects.
- Good in inductive reasoning; ability to combine pieces of information to form general rules or conclusions

Organizations:

Institute of Management Accountants, Member
General Secretariat Organization of American States, Member

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