
Budget Officer Resume

Job Objective

To maximize my skills and training as a Budget Officer in well organized organization to help the organization reach its objectives.

Summary of Qualifications:

- Remarkable experience in budgeting, analytical and cost accounting
 - Profound knowledge of the federal budget process and financial management practices and procedures
 - Thorough knowledge of principles and practices of budgetary and financial information
 - Familiarity with federal, state and local laws and regulations
 - Proficient with Word, Excel, Access, PowerPoint, and AccuFund
 - Good understanding of foreign currency translation principles to maintain budgeting records
 - Ability to perform complicated mathematical calculations
 - Skilled in preparing, comprehensive financial statements, and reports
 - Strong analytical, organizational, project planning and forecasting skills
 - Excellent written and verbal communication skills
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Work Experience:

Budget Officer, August 2005 – Present
Department Of Agriculture, Pennsauken, NJ

- Performed fund certifications for procurements.
- Monitored, tracked and reported on current year program obligations to ensure program funding data is entered into the agency's financial management system correctly.
- Conducted annual year-end activities and performed reconciliation with accounting.
- Reviewed and analyzed historical data and estimates and current spending records and trends.
- Prepared budget estimates for salaries, supplies and services.
- Provided prior year data, workload statistics and objectives to assist program managers in developing funding estimates.

Budget Officer, May 2000 – July 2005
MetroHealth, Pennsauken, NJ

- Provided leadership and coordinated the centralized financial planning and fiscal management functions.
 - Acted as a principal consultant and advisor to senior management on a range of fiscal and associated strategic management issues.
 - Lead continuous enhancement of the budgeting and long-term financial planning process by providing critical insights.
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Education:

Bachelor's Degree in Business Administration, Florida Southern College, Lakeland, FL

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