
Fiscal Manager Resume

Job Objective

To obtain Fiscal Manager's position in which I can increase my skills and become a valued member of the team.

Highlights of Qualifications:

- Admirable experience in managing all contracts and grants
 - Sound knowledge of federal and non federal requirements
 - Profound knowledge of financial report software
 - Ability to work among diverse groups
 - Ability to analyze all financial and budget data
 - Ability to resolve complex issues
 - Ability to handle cash and credit cards
 - Ability to maintain knowledge on performing arts
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Professional Experience:

Fiscal Manager

The Catalyst Foundation, Corpus Christi, TX
October 2008 – Present

- Maintained record of events and associate payment schedule.
- Obtained information for closeout budgets and facilitated decisions.
- Coordinated with senior management and analyzed budget.
- Evaluated information and maintained accuracy.
- Developed all close out reports for stage programs.
- Monitored and tracked purchase orders as per budget.
- Analyzed budgets and designed various budgeting strategies.
- Managed contractual payments as per timeframe.

Fiscal Specialist

Harborview Medical Center, Corpus Christi, TX
August 2003 – September 2008

- Managed complex account activities and maintained records.
- Assisted to process all data for vouchers and invoices.
- Prepared payroll for all employees and faculty members.
- Coordinated with teams for grant proposals and budget forecast.
- Provided an efficient interface with principal investigators.
- Developed schedule for clerical staff and associated assignments.

Fiscal Analyst

Seattle's Children's Hospital, Corpus Christi, TX
May 1998 – July 2003

- Developed complex operating budget for fund portfolio.
 - Analyzed funds and assisted in reconciliation.
 - Provided technical support to account staff.
 - Designed all policies and procedures for financial activities.
 - Monitored and recommended alternate and new funding sources.
 - Forecasted budget requirements in annual and quarterly basis.
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Education:

Bachelor's Degree in Accounting
Las Vegas College, Las Vegas, NV

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