
Fiscal Officer Resume

Job Objective

Pursuing a Fiscal Officer position in which my skills, special training and experience will positively impact the organization in meeting end goals.

Summary of Qualifications:

- Wide experience in Fund accounting, and budget planning,
 - Outstanding knowledge of purchasing returned goods, disbursements, inventory, audits and contracts & grants administration
 - Good knowledge of the accounting system and state finance laws
 - Extensive knowledge of internal control requirements and procedures
 - Familiarity with federal circulars that govern grant and contracts – NIH, NSF, ONR, DOE, ACS
 - Ability to gather and analyze data, and to prepare reports for management
 - Proficient in MS Office suite and Internet
 - Strong communication and interpersonal skills
 - Ability to utilize strategic planning skills
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Work Experience:

Fiscal Officer, August 2005 – Present

Commonwealth of Massachusetts, San Bernardino, CA

- Managed agency's budget, including all state, federal, trust and capital funding in compliance with all state and federal applicable regulations.
- Coordinated state and federal grants by providing technical review of applications, awards processing, financial reports and training for grant recipients.
- Managed fiscal matters of agency and coordinated with Executive Office of Education (EOE).
- Prepared and delivered presentations and trainings.
- Handled inquiries of internal and external clients on fiscal impact of budget, business and grants management decisions.
- Identified trends, and recommended system improvements, implemented change and managed deadlines.

Fiscal Officer, May 2000 – July 2005

North Carolina Office of State Personnel, San Bernardino, CA

- Achieved accounting operational goals and recommended strategic plans and reviews.
 - Guided organization actions by researching, developing, writing, and updating financial policies, procedures, methods, and guidelines.
 - Managed development and consolidation of budgets; monitored and controlled variances.
 - Supported board of directors by providing required and requested information.
 - Advised on capital expenditures, financial opportunities, and financial dangers.
 - Assisted with obtaining funds by preparing grant proposal budgets and narratives.
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Education:

Bachelor's Degree in Business Administration, Mitchell College, New London, CT

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