

Budget Analyst

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Accomplished Budget Analyst with 7 years of experience in federal budget management and analysis. Skilled in ensuring compliance, optimizing budgetary processes, and delivering strategic insights for improved financial outcomes. Proven track record in collaborating with stakeholders to enhance budget planning and execution, ultimately driving organizational success and fiscal responsibility.

Budget Analyst/Supervisor

Jan / 2021-Ongoing

📌 Denver, CO

1. Maintain internal controls and ensure data integrity by reviewing financial inputs for accuracy and maintaining historical records.
2. Conduct audits on fund usage and control, providing insights throughout the fiscal year.
3. Prepare and analyze comprehensive reports on budget statuses, including commitments and obligations.
4. Consolidate financial data to advise program managers on fund availability across budget accounts.
5. Recommend adjustments to appropriated funds to support evolving project requirements effectively.
6. Exercise budgetary controls by reviewing and approving fund obligations and expenditures for projects.
7. Research and develop justifications for budget reviews, analyzing new legislation impacts on ongoing programs.

Jan / 2018-Jan / 2021

📌 Portland, OR

1. Managed implementation and conversion of accounting systems while ensuring budget adherence.
2. Collaborated with department heads to track and update budget costs for the JD Edwards project.
3. Ensured departmental spending aligned with budget constraints, completing the project on time.
4. Created and maintained financial forecasts and budget analyses for the JD Edwards initiative.
5. Oversaw a \$20 million budget, achieving completion over \$50,000 below the projected costs.
6. Reviewed and entered purchase orders into the general ledger to maintain budget integrity.

Jan / 2015-Jan / 2018

📌 Phoenix, AZ

Focused on financial management and budgeting in public administration.

Decision Making



- Facilitated training for 10+ staff on budget management best practices.