

Robert Smith

Associate Budget Technician

PERSONAL STATEMENT

Talented administrative professional with background in office management, record keeping, accounting and finance. Extensive knowledge of Microsoft Office to include Excel and Word. Organized and highly skilled in office administration, coordinating meetings and acting as a liaison to outside departments and agencies.

WORK EXPERIENCE

Associate Budget Technician

ABC Corporation - June 2001 - November 2003

Responsibilities:

- Responsible for processing Military Interdepartmental Purchase Requests (MIPR), contractual documents, travel orders, etc.
- Ensured adequate funds availability as well as ensuring appropriate commitment and obligation input into various financial systems.
- Reviewed estimates to ensure amounts requested are within established guidelines.
- Monitored commitments to ensure accurate posting of all accounting data using output and obligate funds in a timely manner.
- Completed monthly Status of Funds for higher level reporting requirements.
- Reconciled and verified ledgers with output and initiated corrective action to correct any errors in accounting data, commitment/obligation, etc.
- Monitored dbCAS commitment and obligation data daily to ensure validity of commitments and obligations.

Budget Technician

Delta Corporation - 2000 - 2001

Responsibilities:

- Processed travel authorizations and vouchered Track expenses and obligations.
- Developed and formulated the family housing appropriation portion of the installations command budget estimate.
- Coordinated manpower levels, prepared and maintained labor cost spreadsheets and database.
- Assisted in allocating funds to various programs/activities.
- Ensured balance of budget estimates to accomplish the program or mission.
- Prepared obligations for utilities to ensure the proper fund control point is assigned and obligated.
- To apply conventional practices to gather, review, verify and process cost accounting data and documents.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office, Excel,
Time management.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education