**Budget Analyst**

PROFESSIONAL SUMMARY

Certified Public Accountant and acclaimed Budget Analyst with 14 years of hands-on experience in preparing complex budgets and forecasting revenues, possessing solid understanding of accounting, audit, and tax issues. Extremely competent in the Oklahoma Cost Accounting System and fiscal requirements, and administration of City’s annual capital. Well equipped in wage-earning auditing, accounting, budget preparation and comparisons, revenue projections, cost and statistical analysis, and financial records. Efficient in handling financial and numeric data while performing arithmetic calculations rapidly and accurately. Strong ability to prioritize workload to meet tight deadlines in a fast-paced and dynamic work environment. Collaborates well with city staff and other teams within the organization while demonstrating exceptional interpersonal skills and impeccable poise and diplomacy.

WORK EXPERIENCE

**CITY BUDGET ANALYST 05/2013 – Present**

City of Clinton

Clinton, Oklahoma

Prepare analytical revenue and expenditure reports, and forecasts while consulting and advising the executive staff and department heads on budgetary and management problems.

Compile and analyze fiscal, performance and service data of the City government’s operations while maintaining correct budget documents and research reports.

Approve funds to develop and maintain microcomputer applications/systems of City department for analyzing and monitoring Operating budget and Capital Improvement Program.

Coordinate with Accounting Division to identify unusual and unnatural balances in departments’ funds and create ad-hoc reports for City Council and Senior Management.

Participate in capital planning and projection of multi-year project expenditures and develop new process for vehicle and equipment purchases.

SENIOR BUDGET ANALYST 09/2010 – 04/2013

City of Oklahoma City, Oklahoma

Oklahoma City, Oklahoma

Analyzed annual budget submissions from various departments and recommended the allocation of funding based on spending caps, priorities, and departmental initiatives.

Offered technical assistance with cost analysis, fiscal allocation, and budget preparation and resolved budget problems of a City department.

Evaluated complex budget requests from operating departments to establish new positions and expand programs and services.

Monitored the disbursement of departmental appropriations identifying deficiencies, recommending budgetary controls and ensuring compliance with funding requirements.

Forecasted multi-year revenues and expenditures and performed a comprehensive analysis of special projects for city development.

**BUDGET ANALYST II 04/2008 – 08/2010**

Oklahoma County Employment

Oklahoma City, Oklahoma

Analyzed and interpreted complex financial data and to determine past financial performance and project a financial probability.

Ensured the expenditures for budgets, grants, and contracts are closely monitored and the reports are prepared to maintain balanced accounts.

Approved requests for fund transfers between accounts ensuring account balances are sufficient to meet financial obligations.

Prepared monthly budget to actual comparison and analysis as well as develop models to project various yearend revenues and expenses.

**BUDGET ANALYST I 08/2006 – 03/2008**

Tulsa Public Schools

Tulsa, Oklahoma

Performed advanced statistical analysis and comprehensive review of forecast model variables using regression analysis and statistical software packages.

Balanced expenditure claims with financial books every month and revised revenue forecast for limited projects.

Reviewed financial and operating budget reports while recommending alternate financing strategies and monitoring fiscal activity of capital rider financing.

Conducted management studies to evaluate the efficiency and effectiveness of city programs and recommends changes where needed