

First Name, Last Name  
Street Address  
City, State, Zip  
Home: Phone Cell Phone Number  
Email address

**OBJECTIVE:** Position in Accounting or Finance

### **HIGHLIGHTS OF QUALIFICATIONS**

- Five years experience in Accounting and General Ledger
- Outstanding Supervisor and Project Manager
- Dedicated, reliable, and committed to top quality performance

### **PROFESSIONAL EXPERIENCE**

#### **SUPERVISING ACCOUNTING MANAGER**

- Highly skilled in accounting, financial planning, and funds control
- Develop and monitor annual budgets of up to \$300K per account
- Manage, analyze, and correct disbursements in suspense, individually billed disbursements, unliquidated disbursements, and prevalidation for seven different Marine Corps Units
- Supervise and manage a team of five that corrected over \$3 million dollars
- Meritorious Unit Citation for correcting over \$200K in unmatched errors

#### **ACCOUNTING**

- Receive and analyze various types of documents to determine propriety, validity, budget, expenditure limitation, completeness, and correctness of account data
- Verify and monitor accuracy and completeness of documents posted of services and/or supplies that have been certified as receipt in order for vendors to be paid promptly
- Reconcile through the use of approved formulas and reports controlling the general ledger accounts
- Proficient in using Financial Management Systems (FMS), Integrated Fund Control Points Activity Accounting and Procurement (IFCAP), Roger's Software Development (RSD), On-Line Invoice Certification System (OLCS), Microsoft Access, Microsoft Excel, Monarch, Oracle Application COREFLS and Microsoft Word

#### **BUDGET ANALYST**

- Calculate material requirements, determine appropriate allowances, and develop spending plans
- Allocate funding to seven different commands up to \$4 million dollars at a time
- Highly skilled in military and non-military work requests up to \$415K per request
- Process allocated funds transfers to and from different accounts up to \$300K per transfer

### **EMPLOYMENT HISTORY**

Accounting Technician	VA National Cemetery Administration	11/03 - Present
Accounting/Budget Analyst	U.S. Marine Corps	8/98 – 12/01