

Conrad Gomez

111 Fuller Avenue
New York
999-999-9999
000-000-0000
conradgomez@xyz.com

Objective: Seekin an interesting position as a Budget Accountant with a leading Accounting firm where implement my skills and knowledge of Budget accountancy as well as improve on my knowledge.

Experience:

Mulford Accountancy Services

New York

Budget Accountant

2007 to Present

- Applied principles of accounting to analyze past and present financial operations.
- Estimated future revenues and expenditures to prepare budget.
- Documented revenues and expenditures expected and submitted to management.
- Maintained budgeting systems which provided control of expenditures made to carry out activities.
- Activities included advertising and marketing, production and maintenance.
- Projected activities such as construction of buildings.
- Advised management on matters such as effective use of resources and assumptions underlying budget forecasts.
- Interpreted budgets to management.
- Developed and installed manual and computer-based budgeting system.
- Assisted in financial analysis of legislative projects to develop capital improvement budget.
- Assisted clients in meeting financial planning objectives.
- Prepared and reviewed budget estimates and extensions.

Patterson Accounting Service

New York

Assistant Accountant

2005 to 2007

- Assisted in creating a 401K plan for employees, enhancing the company's benefits package.
- Responsible for payroll, sales, use & property & commercial rent returns.
- Ensured that all legal fees and push down entries for separate companies are recorded.
- Assisted clients in meeting financial planning objectives.
- Prepared and reviewed budget estimates and extensions.
- Prepared and reviewed tax provision/tax return workbooks

Education:

State University of New York
Masters in Accountancy

New York
2007

State University of New York
Bachelors of Arts in Accountancy

New York
2005

References: Available upon request