

## Conrad Gomez

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*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

