

MICHAEL ANDERSON

Budget Analyst

- San Francisco, CA
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Proficient municipal finance professional with a focus on budgetary analysis and fiscal policy development. Strong background in managing public sector budgets, ensuring compliance with financial regulations, and enhancing transparency in municipal operations. Demonstrated ability to analyze complex financial information and provide strategic recommendations to improve fiscal health. Highly skilled in stakeholder engagement and public communication, fostering trust and collaboration within the community.

WORK EXPERIENCE

Budget Analyst | City of Harborview

Jan 2022 – Present

- Conducted comprehensive budget analyses to support municipal financial planning.
- Collaborated with departments to prepare budget proposals and justifications.
- Monitored expenditures and identified areas for cost reduction.
- Prepared financial reports for management review and public presentation.
- Facilitated training sessions on budget management for staff.
- Engaged with community members to discuss budget priorities and concerns.

Financial Planning Coordinator | Municipality of Northfield

Jul 2019 – Dec 2021

- Coordinated the development of the annual budget and financial plans.
- Analyzed financial data to inform budgetary decisions and adjustments.
- Prepared detailed reports on budget performance for stakeholders.
- Supported the implementation of new financial software for budget tracking.
- Engaged with community members to gather input on budget priorities.
- Assisted in audit preparations and compliance documentation.

SKILLS

Budget Analysis

Financial Compliance

Stakeholder Engagement

Reporting

Cost Reduction

Training

EDUCATION

Master of Public Administration

2015 – 2019

University of North

ACHIEVEMENTS

- Achieved a 10% increase in budget accuracy through improved data analysis.
- Received 'Best Practices in Budgeting' recognition from the Municipal Association.
- Successfully implemented a new budget tracking system that enhanced reporting efficiency.

LANGUAGES

English

Spanish

French