
GRANT ANALYST RESUME

Job Objective:

Position as Grant Analyst.

Highlights of Qualifications:

- Good understanding of generally accepted accounting principles and audit procedures
 - Sound knowledge to track record in managing a grants accounting department
 - Excellent presentation, writing and communication skills
 - Ability to prepare voucher worksheets and claims to funding sources
 - Ability to analyze current and new grant application policies and reporting requirements
 - Excellent communication and writing skills
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Professional Experience:

Grant Analyst
Booz Allen Hamilton, Chicago, IL
August 2005 – Present

- Maintained reconciliation of accounting records with reports to grantors.
 - Prepared vouchers, budget modifications and reported to program managers.
 - Maintained and developed, with grant analysts, a suitable record keeping environment.
 - Determined calendar of due dates for vouchers, budget amendments, budget modifications and other contractual conditions.
 - Prepared and created monthly accruals and reversals for revenue recognition and overhead allocation.
 - Manned for managing grant audits performed by funding agencies and their delegate accounting firms.
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Education:

Bachelors Degree in Finance
University of California, Berkeley, CA

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