

Jayce Rowe

State Administrative Manager, Budget Manager

📞 (734) 555-6721 ✉️ jayce.rowe@example.com

🌐 linkedin.com/example/jaycerowe 📍 Ann Arbor, MI 48104

STRENGTHS

- ♥️ **Forecast Leadership**
Monthly projection cycles became easier for stakeholders to trust after assumptions and review checkpoints were clarified.
- 👥 **Analyst Coaching**
When variance questions grew difficult, analysts sought practical review guidance that improved documentation and follow through.
- 📈 **Revenue Oversight**
Fee collection reviews connected aging items with budget forecasts, giving finance partners a clearer path to resolution.
- ✍️ **Reporting Discipline**
Standardized templates reduced avoidable variation and gave managers cleaner financial information for recurring decisions.
- ⚖️ **Public Service Ethics**
Sensitive financial work received careful treatment, with conflicts identified early and records handled according to expectations.

SKILLS

Budget Management
Financial Projections
Staff Supervision
Business Intelligence
Business Objects
Spreadsheet Modeling
Financial Analysis Fee Collections
Variance Analysis
Management Reporting
Public Sector Finance

SUMMARY

Budget management professional with nine years of public sector and regulated services experience across financial projections, management reporting, fee revenue operations, and **staff supervision**. Leads monthly forecasting cycles, reviews assumptions, and provides dependable information for budget decisions across multiple operating functions. Supervises analysts who maintain spreadsheet models, **Business Intelligence** reports, and **Business Objects** queries, with consistent quality review and documentation. Directs fee collection oversight, revenue reconciliation, variance investigation, and recurring financial analysis while coordinating with program and administrative leaders. Career progression from junior analyst work to budget management has strengthened judgment, ethical decision making, and stakeholder communication. A bachelor's degree in finance and **Certified Government Financial Manager** credential support disciplined public service. Ready to bring practical budget leadership, clear reporting, and dependable operational coordination to a public administration team.

EXPERIENCE

Budget Manager

CivicBridge Administrative Services 📅 March 2023 - Present 📍 Ann Arbor, MI

Leads **budget projection**, reporting, fee collection, and special analysis operations for a multi function public services portfolio. Supervises four analysts, sets review standards, and translates financial results for executive stakeholders.

- Led monthly projection cycles across public services programs, improving forecast review before executive distribution
- Supervised four budget analysts supporting models, variance research, and recurring management financial materials
- Standardized **spreadsheet templates** and review checkpoints, creating consistent assumptions and stronger version control
- Directed **Business Intelligence** and **Business Objects** queries, reconciling expenditure, staffing, and revenue data
- Oversaw **fee collections**, aging trends, exceptions, and reconciliations through coordinated finance resolution
- Managed special budget analyses for senior leaders, documenting assumptions and protecting sensitive information

Senior Budget Analyst

Midwest Regulatory Support Authority 📅 July 2020 - February 2023 📍 Kalamazoo, MI

Managed **forecasting** and reporting for regulatory and administrative programs, combining spending, staffing, and fee revenue information. Served as lead reviewer while coordinating analysts, collection staff, and budget leadership on financial decisions.

- Managed monthly forecasts for regulatory programs, integrating spending, staffing, and fee revenue trends
- Built spreadsheet models showing actual results, projected obligations, and year end budget positions
- Developed **Business Objects** queries and **Business Intelligence** reports, resolving source data discrepancies
- Reviewed analyst work products and coached colleagues on assumptions, documentation, and unusual variances
- Coordinated fee receipt reconciliations with collection staff, connecting revenue activity to forecasts
- Prepared decision materials for budget leaders on emerging issues and cross functional assignments

Budget Analyst

Revenue Reconciliation

Ethical Compliance

Special Projects Forecasting

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Budget Manager at CivicBridge Administrative Services (3.6 Years)

● Senior Budget Analyst at Midwest Regulatory Support Authority (2.6 Years)

● Budget Analyst at Lakeview Municipal Services (2 Years)

● Junior Financial Analyst at Capital Region Public Finance Office (11 Months)

Lakeview Municipal Services 📅 June 2018 - June 2020 📍 Lansing, MI

Prepared recurring forecasts, planning workpapers, and management summaries for municipal service programs. Connected ledger activity, operational estimates, fee collections, and documented assumptions for accurate budget review.

- Prepared expenditure and revenue forecasts by combining ledger activity with program information
- Produced spreadsheet schedules and financial summaries for monthly budget reviews and management follow up
- Queried **financial reporting** systems to validate transactions and research projection variances
- Supported annual budget development with historical results, commitments, and traceable planning workpapers
- Compared recorded collections with expected fee activity, resolving timing and coding differences
- Maintained confidential financial records while applying public sector ethics and records practices

Junior Financial Analyst

Capital Region Public Finance Office 📅 June 2017 - May 2018 📍 East Lansing, MI

Supported operating budget forecasting through workbook updates, variance schedules, data validation, and fee **revenue reconciliation**. Built foundational public finance judgment through supervised analysis and documented reporting practices.

- Updated monthly workbooks and validated expenditure data against financial system records
- Prepared variance schedules highlighting material changes for experienced analyst review
- Extracted routine financial data for recurring reports using structured query practices
- Reconciled selected fee revenue records with accounting entries and routed unresolved differences
- Organized projection materials so reviewers could trace assumptions from source records through reports
- Applied government ethics, confidentiality, and records practices during supervised financial assignments

PROJECTS

Department Projection Standardization 📅 2023

Created shared spreadsheet templates, review checkpoints, and documentation practices that gave budget teams consistent forecasting methods and clearer management reporting.

Fee Revenue Reconciliation Framework 📅 2022

Connected collection activity with budget forecasts through aging review, receipt reconciliation, exception tracking, and coordinated resolution across finance functions.

LEADERSHIP & AWARDS

- Certified Government Financial Manager credential earned in 2022 for public finance knowledge and professional judgment.
- Volunteer Mentor, Government Finance Peer Mentoring Circle, recognized for practical guidance provided since 2024.

EDUCATION

Bachelor's Degree in Finance

Western Michigan University 🎓 GPA: 3.5 📅 2017 📍 Kalamazoo, MI

Coursework: Financial accounting, managerial finance, budgeting, public finance

CERTIFICATIONS

- Certified Government Financial Manager 📅 2022
- Public Sector Financial Management Training 📅 2021

TECHNICAL SKILLS

- **Budget Systems:** Monthly forecasting, budget projections, annual budget development
- **Financial Analysis:** Variance analysis, trend analysis, obligation review
- **Reporting Tools:** Business Intelligence, Business Objects, management reporting
- **Spreadsheet Tools:** Spreadsheet modeling, templates, version control
- **Revenue Operations:** Fee collections, aging review, receipt reconciliation
- **Data Validation:** Source validation, transaction research, discrepancy resolution
- **Public Finance:** Public sector finance, operating budgets, fiscal planning
- **Projection Methods:** Forecast assumptions, year end projections, recurring analysis
- **Records Practices:** Documentation, workpapers, records management
- **Governance Standards:** Government ethics, conflict identification, confidentiality
- **Management Tools:** Decision materials, executive reporting, stakeholder analysis
- **Administrative Operations:** Workload planning, quality review, special projects

PROFESSIONAL AFFILIATIONS

- Government Finance Peer Mentoring Circle, Volunteer Mentor, 2024 to Present.
- Public sector finance professional network participant, sharing forecasting and reporting practices with peers.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST