Rachel Lindqvist

Budget Manager

Budget manager with 6 years in public sector budgeting and financial reporting. Leads the $185M operating and capital budget of a water agency, from budget development and position control to quarterly variance analysis in Microsoft Excel and PeopleSoft Financials. Brings strong organizational skills and plain-language board reports.

rachel.lindqvist@email.com
(916) 555-0128
Sacramento, CA
linkedin.com/in/rachellindqvist

Experience

Budget Manager

Capitol Valley Water Agency • Sacramento, CA

02/2023 - Present

Manage the operating and capital budgets of a public water agency serving 210,000 residents.

- Lead budget development for a **$185M** operating and capital budget across 9 departments and 410 positions.
- Produce quarterly variance analysis and budget forecasting reports for the general manager and board of directors.
- Manage position control in PeopleSoft Financials, matching 410 budgeted positions to payroll every pay period.
- Redesigned the department budget request form in Microsoft Excel, cutting submission errors by 40%.

Budget Analyst

Delta Regional Transit Authority • Stockton, CA

08/2020 - 01/2023

Budget support for a transit agency with $92M in annual operating costs.

- Tracked $28M in federal and state grant accounting, preparing drawdown requests and quarterly grant reports.
- Monitored monthly spending for 6 departments and flagged overruns above 5% to department heads.
- Prepared charts and narrative for 2 adopted budget books presented at public hearings.
- Analyzed overtime for 140 bus operators, supporting a schedule change that saved $600K a year.

Certificates

Certified Government Financial Manager (CGFM)

Association of Government Accountants • 04/2024

Skills

Microsoft Excel
Budget Development
Budget Forecasting
Variance Analysis
Financial Reporting
Position Control
PeopleSoft Financials
Grant Accounting
Analytical Skills
Organizational Skills

Education

Bachelor of Science in Business Administration

California State University, Sacramento

Sacramento, CA

05/2020

Accounting