

COURTNEY PETERSEN



PROFESSIONAL EXPERIENCE

MUNICIPALITY OF ANCHORAGE

03/2013 – PRESENT ANCHORAGE, AK

BUDGET ANALYST II

My responsibilities as a budget analyst include advanced budgetary, financial, and management analysis functions in the preparation and maintenance of Municipal departmental operating and capital budgets. I provide expertise to departments in budget preparation and control, that includes development and maintenance of annual operating budgets and capital budget plans to include grants, and refinement and maintenance of Municipal intra-governmental charges (IGCs). Assist and advise department directors and their respective financial divisions in the identification and quantification of program goals and objectives. Analyze and measure department's performance towards meeting program goals. Represent the Office of Management & Budget (OMB) in contract negotiations for all nine (9) union collective bargaining agreements. Assist the OMB Director and Deputy Director with policy guidance to the Administration related to municipal management and budget.

CITY OF DULUTH

10/2007 – 03/2013 DULUTH, MN

BUDGET ANALYST

As a budget analyst my responsibilities included monitoring and managing budgets for the Department of Public Administration. This included six divisions: encompassing one internal service fund, three enterprise funds, and multiple general fund accounts. I was responsible for preparation and control of the capital improvement and capital equipment funds, including contract and requisition processing. I would reconcile purchasing card statements monthly. I was responsible for assisting each manager in preparing their budget annually; I would also monitor and forecast each budget throughout the year. I would monitor and track costs for performance measurements in an effort to move toward an outcome-based budget. My responsibilities also included reviewing operational procedures for efficiencies and provide recommendations. I worked with FEMA and Minnesota Emergency Management and Homeland Security through the Public Assistance Program for grant reimbursement. I prepared project cost spreadsheets for submittal; that included employee (force accounts) costs, equipment costs, and materials costs. Compiled invoices and contracts for reimbursement, review project worksheets for accuracy and answer any questions that may arise from federal staff.

CITY OF UNALASKA

12/2003 – 10/2007 UNALASKA, AK

STOREKEEPER

My responsibilities as a storekeeper included recording all purchase orders for over 15 departments. I verified and input receiving information into accounting software Munis and called regarding any outstanding or missing items. I obtained all Return Material Authorization (RMA) numbers for returned items. I was responsible for researching shipping and expediting information for large orders. I made purchases on a daily basis; initiated and completed requisitions using various funding sources. My responsibilities also included inventory controller. I assisted departments in finding inventory items as needed. I also researched and ordered new inventory items. I assisted in sustaining an accurate inventory count by recording inventory items used and received in the inventory program. I was responsible for verifying fuel usage and using that information to prepare reports for inter-department charging. I also used work orders for monthly budgeting reports and cost analysis.

CORPORATE COMMISSION-MILLE LACS BAND OF OJIBWE 06/2002 – 08/2003 ONAMIA, MN
PURCHASING AGENT

As the purchasing agent I was responsible for the daily processing of purchase requests through accounting software Platinum, data entry for retail venues and reporting all capital projects. As the purchasing agent I oversaw all capital projects ranging from \$5,000 - \$25,000,000. As part of capital projects I created request for proposals as well as contracts for projects. As a corporate employee managing two casino properties, I oversaw the respective departments at the casino level; this included the retail store and purchasing departments. I managed all records for any purchases from the Corporate offices and all small businesses. I also managed purchases for the casino that were involved in capital projects.

GRAND CASINO HINCKLEY-MILLE LACS BAND OF OJIBWE 02/2001 – 06/2002 HINCKLEY, MN
REVENUE ACCOUNTING CLERK

As a revenue accounting clerk, I was responsible for preparing daily spreadsheets of all complimentary and coupons that were used in the casino. Using those reports I created journal entries for each venue (i.e. hotel, food, cash, and blackjack). I was responsible for using those reports for budgeting and analysis. I was responsible for updating and reconciling the players' accounts each week. I kept all records for complimentary and coupons and answered any questions from patrons on their account status.