Elena M. Ortiz

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Summary

Budget analyst with seven years of federal budget formulation and execution for medical and operations programs, including funds control and year-end close.

Work Experience

Budget Analyst, GS-0560-11

Department of Veterans Affairs, South Texas Veterans Health Care System, San Antonio, TX | 04/2021 - Present | 40 hours per week

- Formulate the $420 million annual operating budget for 18 service lines, including the justifications and staffing tables sent to the network office.
- Execute funds across 3 appropriations: track commitments and obligations daily in IFCAP and FMS and brief the CFO on variances each month.
- Prepared 11 reprogramming requests in FY2024, each with the purpose, amount and appropriation checked against funds-control rules.
- Managed spending under 2 continuing resolutions by setting monthly allowances by service line; no line overspent.
- Led year-end close for 4 years in a row with all obligations recorded and under 0.5% of funds lapsing.
- Built an Excel forecast of obligations by month that the CFO now uses for mid-year review.

Budget Technician, GS-0561-07

Department of Veterans Affairs, South Texas Veterans Health Care System, San Antonio, TX | 02/2019 - 03/2021 | 40 hours per week

- Entered and checked 300 obligating documents a month for accuracy and available funds.
- Reconciled fund control points with the accounting system each month and cleared differences.
- Prepared the monthly status-of-funds report for 6 service lines.

Staff Accountant

Alamo Logistics Group, San Antonio, TX | 06/2016 - 01/2019 | 40 hours per week

- Prepared month-end entries, accruals and reconciliations for a $60 million company.
- Built the department budget template used by 9 managers.

Education

BBA, Accounting, University of Texas at San Antonio, San Antonio, TX, 2016

Certifications and Licenses

- Certified Defense Financial Manager (CDFM), American Society of Military Comptrollers, 2023

Skills

Budget: Formulation, Execution, Funds control, Reprogramming, Continuing resolutions, Year-end close
Systems: IFCAP, FMS, Excel forecasting