

Dawn Brown

Teaching Research Institute, Western Oregon University, Monmouth OR
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Experience

Grants Financial Specialist

Teaching Research Institute, Monmouth OR

2014 – Present

Process invoices, travel reimbursements, payroll, journal vouchers, maintain agency computer inventory, place computer orders with University Computing Service

Assist with proposal budget preparation and monthly financial statements

Accounting Tech

Western Oregon University, Monmouth OR

2013 – 2014

Process vendor invoices in Banner

Monitor financial activity in Campus Rec accounts

Train student staff on procedures and recreation tracking software

Treasurer (Volunteer)

Friends of the Monmouth Library, Monmouth OR

2003 - 2012

Prepare annual budget and maintain financial records

General Ledger Accountant

Triquest Precision Plastics, Vancouver WA

1998 – 1999

Prepare and enter journal entries for month and year end closings, reconcile accounts

Analyze variances to budget and standards

Provide supporting information to management and auditors

Manufacturing Accountant

Atlas Copco Wagner, Inc, Portland OR

1997 – 1998

Present financial reports to management

Allocate expenses among manufacturing departments

Research and explain variances from budgets

Accountant / General Accounting Supervisor

Atlas Copco Wagner, Inc, Portland OR

1990 – 1997

Prepare G/L entries, reconcile accounts

Supervise two Accounts Payable clerks, process employee travel expense reports

Perform month and year end closing of Accounts Payable and General Ledger

Education

BS Accounting – University of Wyoming - 1985