

# Jennie Smith

The Research Institute at Western Oregon University  
Grants Management Office

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## Work Experience:

### **Western Oregon University** **4 years**

The Research Institute - Financial Specialist  
Payroll Office - Payroll Technician  
Business Office - Accounts Payable Claims Auditor

### **Oregon State University** **7 years**

Graduate School Office - Accounting/Human Resource Assistant  
Science & Math Education/Biology - Accounting Technician  
Fisheries & Wildlife - Accounts Payable Clerk

### **Owner of Small Business** **4 years**

Consulting, Professional Organizing, Bookkeeping

### **CleverSet, Inc. (Software Company)** **4 years**

Administrator/Bookkeeper

### **Department of Revenue** **1 year**

Revenue Accounting - Accounting Assistant

## Volunteer Experience:

### **Board Director** **4 years**

Hilltop Cemetery District

### **Site Council Member** **6 years**

Central School District

### **Leadership Team Member** **14 years**

West Salem Foursquare Church – Assisting, Teaching, Facilitating

### **Elementary School Tutor** **6 years**

Central School District

## Job skills:

**Accounting:** Accounts payable, accounts receivable, payroll, grant and state funds management, foundation funds, budget reports, journal entries, personal service contracts, visa/p-card reconciliation, travel reimbursements, audit preparation, inventory, scholarship and fellowship awards.

**Human Resources:** New hire paperwork and orientation, employee records, faculty and staff appointment changes.