

Jennie Smith

The Research Institute at Western Oregon University
Grants Management Office

345 N. Monmouth Ave. Monmouth, OR 97361
503-838-8566 / smithjs@wou.edu

Work Experience:

Western Oregon University **5 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.