

## PERSONAL VITA

**Name:** Cindi Mafit  
**Title and Role:** Grants Financial Manager  
The Research Institute at Western Oregon University  
**Areas of expertise:** Grants financial management and compliance, including expertise in budget development, financial statements, contracts and subawards, compliance and policies, payroll, recruitment, and human resources; Certificates for Grants Financial Management from Society of Research International and the National Council of University Research Administrators

### CONTACT INFORMATION

The Research Institute at Western Oregon University  
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### EDUCATION

Bachelor of Science, 1981  
Major: Animal Science  
Minor: Business Administration, Accounting Focus  
University of California at Davis, California

### RECENT PROFESSIONAL POSITIONS AND RESPONSIBILITIES

*Grants Financial Manager, July 2012 to present*  
The Research Institute at Western Oregon University  
Monmouth, Oregon

The Grants Financial Manager has responsibility for the financial administration of a diverse portfolio of private and public grants and contracts of varied complexity, ensuring they are administered in a fiscally responsible manner, complying with applicable rules and regulations established by both sponsor agencies and the University.

Responsibilities include:

- Administrative, fiscal and customer services activities during all stages of the grant awards for The Research Institute (TRI), both pre- and post-award
- Oversee initiation, completion and submission of grant and contract proposals on behalf of principal investigators
- Provide institutional oversight by monitoring allowable and appropriate recording of expenses
- Oversee all aspects of the fiscal management of grants and contracts
- Work in partnership with principal investigators and others to ensure proposals and post-award activities conform to federal, OUS, and WOU policy

- Monitor and report on the fiscal status of each award to principal investigators, sponsors and the TRI Director
- Serve as the team leader within the TRI Grants Management Office and supervise personnel
- Responsible for TRI Grants Management Office budget and budget negotiations with the University
- Monitor and process payroll for TRI staff, including salary adjustments and hourly time certificates; track and certify effort reporting on sponsored accounts; ensure cost-share is met under a variety of grant funded projects
- Manage recruitment, hiring and orientation processes in collaboration with the University's Human Resources Department
- Represent TRI during interactions with auditors during their reviews

*Grants Financial Specialist & Personnel Coordinator, August 1998 to present*  
Teaching Research Institute, Western Oregon University  
Monmouth, Oregon

*Grants Financial Specialist:*

- Process and manage accounts payable, purchase orders, travel, contracts, financial reports, grant proposal budgets, and payroll
- Monitor all financial facets of the agency's largest federal grant, *the National Technical Assistance Consortium for Children & Young Adults who are Deaf-Blind*, and financial matters for the Institute's Centers which includes several other agency grants and contracts, including DB-LINK, the Oregon Deafblind project, the Eugene Traumatic Brain Injury projects, Cochlear Implant project, teacher quality projects, urban education projects and the Vermont Institute project

*Personnel Coordinator:*

- Design, develop, implement and evaluate policies, procedures and materials for the agency, such as recruitment guidelines, hiring practices, new employee orientation, and sexual harassment policy in coordination with Western Oregon University's human resources department
- Oversee recruitment of new TRI employees, provide orientation and training
- Serve as ombudsman for agency personnel and policy issues
- Serve on the Center team and previously on the advisory team and leadership team for the Teaching Research Institute

*Regional Supervisor, May 1993 to August 1998*

Liberty Northwest Companies  
Salem, Oregon

- Handled recruitments of staff; coached and supervised technical and clerical staff in five branch offices
- Conducted training, evaluated work performance, made salary adjustments and promotion recommendations, designed/revised job descriptions, participated in budget process and tracking

- Responsible for clerical assistance to Regional Vice President
- Provided administrative support to problem solve issues related to office maintenance and equipment repair, building leases and office relocations

## **RECENT PRODUCTS**

**Mafit, C** (2012). *TRI Financial Statement 101 Training (Prezi format)*

**Mafit, C** (2006, updated annually). *TRI New Employee Orientation Packet*

Brodsky, M, Ganson, N, **Mafit, C**, Wilson, L (2006). *Professional Portfolio and Annual Performance Review*

**Mafit, C** (2003, updated annually). *Recruitment Guidelines and Hiring Practices*

## **PRESENTATIONS**

Financial Statements 101 presentation, 2012

Budget Presentation & Negotiation to Salem-Keizer Public Schools, Project SPELL, 2011

Center Team, Leadership and Advisory Team reports and presentations, 2000 to present

Training to Leadership Team on financial statements, 2003

New grant award budget presentation to Helen Keller National Center/NTAC staff at meeting in New York, 2001

TRI new employee orientation group session, 2000

## **COMMUNITY AND PROFESSIONAL SERVICE**

The Research Institute at Western Oregon University Co-Chair of Promotion, 2013 to present

Western Oregon University Safety Committee, 2010 to 2013

Western Oregon University Procurement Task Force, 2012 to present

Western Oregon University Grants Task Force, 2012 to present

Teaching Research Institute Center Team, 2011 to present

Teaching Research Institute Advisory Team, June 2003 to 2007

Teaching Research Institute Leadership Team, July 2000 to 2007

Teaching Research Institute Promotion Committee I and II,  
July 2002 to December 2005; Personnel Review Committee 2014 to 2015

Oregon Mentor Academy planning committee, 2006

Western Oregon University 150<sup>th</sup> celebration, “Ladies of Jessica Todd Hall” exhibit  
committee, 2006

Western Oregon University Strategic Planning committee, 2004

Teaching Research Institute and Western Oregon University search committees, 2000 to  
present

Teaching Research Institute Coffee Club Coordinator, 2000 to present

American Softball Association “Oregon Panthers” girls’ softball team travel coordinator  
and parent volunteer, August 2002 to 2008

Willamette Valley Humane Society volunteer, 1992-1994

## **PROFESSIONAL DEVELOPMENT**

### **HONORS and AWARDS**

Certificate, Connections Customer Service Training, Western Oregon University,  
November 2014

Certificate of Achievement for Five Years of Service at Western Oregon University,  
August 2003, Ten Year Service Award, August 2008, Fifteen Year Service Award, August  
2013

Certificate, Generations at Work and Time Management Seminars, Western Oregon  
University, February 2013

Certificate, Grants Financial Specialist, Society of Research Administration  
International, March 2012

Certificate, Financial Research Administration course, National Council of University  
Research Administrators, May 2010

Certificate, ADA Compliance Virtual Summit, Western Oregon University, June 2009

Mastery Test/Certificate, Preventing Sexual Harassment, Western Oregon University,  
June 2009

Certificate, Best Practices for Personnel & HR Assistants, Fred Pryor Seminars, December  
2008

Certificate, PATH (Planning Positive Possible Futures), Traumatic Brain Injury Professional Development, May 2007

Certificate, Travel Training Workshop, Western Oregon University, December 2006

Certificate, Sexual Harassment Policy Workshop, Western Oregon University, June 2005

Supervisor Safety Training, Western Oregon University, 2001

Supervisor and Management Training, Liberty Northwest Insurance, 1995-1997

“Spirit of Liberty” President’s award to outstanding employee of the year, Liberty Northwest Companies, 1997