

Paige Smith, MBA, CPA, CIA
Director of Administrative Accounting
Sam Houston State University
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Background Summary

Results oriented leader with a demonstrated commitment to student success and an understanding that all University-wide operations exist to support quality educational programs and student learning at Sam Houston State University. Extensive experience in university finance and demonstrated success in all areas of financial reporting including compliance and management needs. Utilize insights and team approach to drive organizational improvements and implementation of best practices. Superior interpersonal skills, capable of resolving multiple complex (human resource, legal, financial, operational) issues and motivating staff to peak performance. Proven areas of expertise include:

- Financial reporting and compliance
 - Accurate and timely accounting functions
 - Developing long-term operating and capital budget strategies
 - Budgeting and cost management
 - Strategic planning and leadership
 - Team building and performance improvement
 - Up to date on laws and pertinent regulations, guidelines, trends, etc.
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Experience

Sam Houston State University Huntsville, Texas

Director of Administrative Accounting

July 2003 - Present

Associate Director of Administrative Accounting

September 1998 – July 2003

Report to the Vice President for Finance and Operations. Provide fiscal leadership of internal and external reporting, in order to provide accurate, timely and relevant financial data and reports, budgets, forecasts, billings, and/or any required compliance data to management, state or federal agencies, grant oversight agencies, etc. as required.

Effectively manage all areas of the accounting department - supervise eleven full-time staff members; provide cash management locally and in the treasury; provide general ledger management and year end close; assist in preparation of the Annual Financial Report; provide for the entry and reconciliation of the university's records to the uniform statewide accounting system; manage the University's appropriation balances in the treasury.

Supervise the Payroll Department - five full-time staff members; provide for the accurate and timely payment of all University employees as well as compliance with all state and federal payroll regulations.

Responsible for all aspects of the Student Accounts department and student debt collections; responsible for accuracy, processing and delivery of 1098-T and 1099-misc form; responsible for oversight of tax compliance relevant to non-resident alien students and contractors; successful in providing annual campus-wide workshops to help faculty and staff learn to utilize their financial and budgetary reports and required payment approval and travel reimbursement documents.

Manage LEMIT & CMIT appropriation revenue in the treasury and provide revenue reports to departments.

Notable Achievements:

- Implemented new process for student debt collections resulting in collections of over \$500,000 in past due student debt in the first year.
- Completely revised the Accounting Workshop Training Manual and the Accounting Workshops provided to Faculty/Staff throughout the year.
- Taught Accounting 231 in Fall 2006.
- Major role in implementation of vendor ACH payment conversion

Sam Houston State University Huntsville, Texas
Director of Contract & Grant Administration

October 1997-September 1998

Reported to the Director of Administrative Accounting. Responsible for performing financial administrative and technical, grant and contract administration duties for the University. Reviewed university grant and contract proposals and budgets to assure that university policy and State and/or Federal laws were followed. Prepared financial statements, special reports and schedules for the Annual Financial Reports. Checked accounting operations in progress and reviewed completed financial records for accuracy and conformance with legal standards. Assisted in preparing manuals, policy guidelines and other university publications related to grants as required.

Notable Achievements:

- Prepared Schedule of Federal Expenditures for the Annual Financial Report on time and accurately the first month in office.
- Automated the Schedule of Federal Expenditures so that it could be prepared more efficiently.
- Implemented the Pass-Through Revenue/Expenditure confirmation system as the requirements to reconcile with other State agencies were implemented by the comptroller.

Sam Houston State University Huntsville, Texas
Director of Internal Audit

September 1994 – October 1997

Reported directly to the President of the University and the Director of Internal Audits of the Texas State University System. Provided audit and advisory services for University management. Services were provided in such a way as to comply with the Institute of Internal Auditors Code of Ethics, Standards of Professional Practice and the Texas Internal Auditing Act. Examined and analyzed accounting records of the University and prepared reports concerning its financial status and operating procedures.

Conducted independent protective and constructive audits for management to review effectiveness of controls, financial records, and operations. Examined records of departments to insure proper recording of transactions and compliance with applicable laws. Analyzed data obtained for evidence of deficiencies in controls, duplication of effort, extravagance, fraud, or lack of compliance with management's established policies or procedures. Prepared reports of findings and recommendations to management. Performed other related duties as assigned.

Hereford, Lynch, Sellars & Kirkham, PC Cleveland, Texas
Audit Manager

June 1991 – September 1994

Audited nineteen school districts, several cities, several counties and several municipal utility districts. Became familiar with governmental accounting, municipal finance, tax levies, tax rolls, bond issuances, etc. Responsibilities included meeting with clients to evaluate their needs; conducting preliminary reviews of efficiency and effectiveness of procedures and policies, and accuracy of financial records; conducted comprehensive, independent audits including examining records, sampling, verifying assets, analyzing data for evidence of deficiencies in controls, fraud, lack of compliance with management's established policies and procedures and compliance with all governmental requirements. Prepared comprehensive financial statements and presented them to school boards, boards of regents.

**EDUCATION &
CERTIFICATIONS**

9/2000 - 5/2002 Sam Houston State University, Huntsville, Texas
Master's Degree, Specialization in Accounting
9/1887-8/1989 Sam Houston State University, Huntsville, Texas
BBA, General Business, Cum Laude
Certified Public Accountant, 1993, Texas
Certified Internal Auditor, 1997, Texas

**ADDITIONAL
PROFESSIONAL
ACTIVITIES**

1998 to present - Member, Information Resources Technology Council
2006 to present - Administrative Oversight Group, Document Imaging
Committee
1/2008 to present – Member, Bearkat OneCard Advisory Committee
2007 –Member, Bearkat Shuttle Committee
2008 – Instructor, Professional Ethics Course