

C. Aaron LeMay
1735 W. Welsford Dr.
Spring, TX 77386
254-644-0470 ▪ caaronlemay@gmail.com

PERSONAL BIOGRAPHY

C. Aaron LeMay currently serves as the Controller at Sam Houston State University. He was promoted to this position in 2011 after working as the Associate Controller of Financial Reporting for six months. Aaron obtained a Bachelor of Arts from Ouachita Baptist University with majors in Biblical Studies Language and Accounting; Master of Science in Education with an emphasis on Student Affairs Administration from Baylor University; and Doctor of Jurisprudence from South Texas College of Law. He is also a Certified Public Accountant in Texas and is admitted to the State Bar of Texas. Aaron has 10 years of accounting experience with position previously held at Rice and Baylor Universities along with a short stint as an auditor and court law clerk.

PROFESSIONAL CERTIFICATIONS

State Bar of Texas, Admitted 2011, #24075671
Certified Public Accountant, State of Texas, Licensed 2006, #087202

AWARDS/HONORS

- 2013 Texas Society of Certified Public Accountants Rising Star

EXPERIENCE

Sam Houston State University, Huntsville, TX

Oct. 2011–Present

Controller

- Lead five directors and a staff of over 40 employees within the Offices of General Accounting, Financial Reporting, Payroll, Disbursements & Travel Services, Research Administration, and Bursar.
- Confirm compliance with applicable SHSU policies & procedures, state and federal rules & regulations.
- Oversee and develop accounting information system for university faculty and staff including reports for budget, finance, student account receivables, enrollment, and university assessment.
- Formulate and write policies and procedures for all office under the Office of Controller to ensure efficient use of University resources.
- Assist, as needed, with the development of contracts, policies, and procedures for the Offices of Human Resources, Budget Procurement, Risk Management, Facilities Management, Athletics, Enrollment Management, and Student Affairs.
- Participate in SHSU regular and ad hoc committees as assigned and volunteered.
- Analyze university operations to find ways to enhance operations for individual departments as well as the university as a whole.
- Assume the duties of the Associate Vice President for Financial Services in her absence.
- Successful Projects Include:
 - WEX payment processing for accounts payable resulting in significant savings for payment processing. This process was later adopted by the entire Texas State University System.
 - Facility & Physical Plant accounting restructure for tracking all projects on a multiyear basis automating current project financial status.
 - Banner Self-Service time entry allowing hourly employees to be able to electronically enter time and department heads approve time without having to delay payments to employees.
 - Cognos Budget & Finance Reports providing SHSU departments easy access to all university financial information.
 - Paperless tax document notification system saving SHSU over \$25,000 a year.
 - Cognos Annual Financial Reports for SHSU saving a minimum of six weeks report preparation time.
 - Installment plan rewrite that standardizes and enhances student ability to pay for college during the semester they are enrolled.

Sam Houston State University, Huntsville, TX Apr. 2011–Sept. 2011

Associate Controller

- Managed accounting control, bank reconciliation, and reporting operations.
- Monitored reporting requirements and supervise the preparation of various financial reports required by state and federal regulations.
- Led preparation of university and state ad hoc reports as request for accounting and administrative use.
- Participated in functional analysis related to upgrades and development of accounting systems.
- Analyzed current policies and procedures to determine whether revisions or new policies are necessary.
- Coordinated and conduct training of staff and university personnel in accounting and system operations.
- Assumed the duties of the Controller in her absence.

Rice University, Houston, TX

Jan. 2010–Mar. 2011

Research Accountant II

- Reviewed award documents and approved budgets to setup Stimulus (ARRA) awards in Banner.
- Reconciled ARRA sponsored project funds, research and resolve accounting problems, and assist faculty and staff in the administration of sponsored projects, including interpretation of various government regulations.
- Prepared interim, quarterly, and final financial reports submission as required for ARRA awards.
- Reviewed salary and labor distribution documents for personnel on sponsored projects to ensure compliance with sponsor requirements and with University policy and procedures.

Rice University, Houston, TX

Nov. 2008–Dec. 2009

Research Accountant I

- Setup and oversaw the accounting for grants and contracts from the National Institutes of Health, National Science Foundation, Federal Emergency Management Agency, and various private foundations.
- Participated in informational/problem solving resolution meetings with faculty and departmental administrators regarding the financial administration of sponsored projects.
- Audited and approved selected expenditure transactions on sponsored projects such as subcontract invoices, summer salary requests, purchase orders, equipment, check requests, IDTs, travel and cost transfers.
- Prepared interim and final financial reports for submission to grantor as required by the grant or contract.
- Participated in ongoing training programs for faculty and staff who initiate, record, or monitor research expenditures.

Judge Brent Gamble, 270th Civil Court Harris County, Houston, TX

Feb. 2008–Oct. 2008

Law Clerk

- Researched and analyzed court filings on issues such as discovery, taxes, and business organization disputes.
- Wrote briefs on legal issues as assigned by the judge to assist in court rulings.
- Observed court practices and procedures for filings, docket calls, hearings, and trials.

Baylor University, Waco, TX

Jan. 2007–Aug. 2007

Senior Accountant

- Examined contracts for proper accounting of grants, partnerships, and business functions.
- Managed financial portion of the contractual relationship between Baylor and Fort Sam Houston, U.S. Department of Army, related to joint academic programs.
- Supervised accounting for campus maintenance, insurance policies, and contractual obligations.
- Acted as accounting liaison between controller's office and departments for questions and concerns.
- Reviewed and proposed new accounting policies and procedures for operations.
- Assumed some duties of the Director of Plant, Debt & Fixed Asset Accounting and Director of General Ledger & Grants Accounting in their absences.

Baylor University, Waco, TX

Mar. 2003–Dec. 2006

Fixed Asset Accountant

- Established policies and procedures to track over \$500 million of assets.
- Accounted for all commercial real estate purchases and construction projects in Baylor's largest period of expansion.
- Reviewed and oversaw payment of annual property taxes and tax exemption status of all university property.
- Coordinated personnel from every department to implement a new asset tracking and tagging system.
- Implemented and setup the Asset Manager Module of PeopleSoft Financial Software to ensure proper recording and maintenance of asset accounting ledgers.
- Participated in the PeopleSoft Financial Software Implementation Team for testing upgrades and training university personnel.
- Tracked and inputted all acquisitions, improvements, movements, sales, and retirements of university plant, property and equipment (PPE) in the management system.
- Assisted and prepared required schedules for audits by internal and external auditors.

Pattillo, Brown, & Hill, L.L.P., Waco, TX

Sept. 2002– Feb. 2003

Auditor

- Audited by balance sheet areas, including: cash, receivables, grants, payables, and bonds.
- Worked with clients to build relationships, learn their organizations, and solve accounting issues.
- Assisted in planning audit of municipal/county governments and not-for-profit organizations.
- Documented audit trail in compliance with generally accepted auditing standards.

EDUCATION

Certificate of Completion, College Business Management Institute, Lexington, KY, August 2010

Doctor of Jurisprudence, South Texas College of Law, Houston, TX, December 2010

Honors/Activities: Recipient, Enrichment Scholarship
Associate Editor, Texas Journal of Business Law
Articles Editor, Texas Journal of Business Law
Volunteer, Board of Advocates
Member, 2008 T. Gerald Treece Summer Academy

Master of Science in Education Student Affairs Administration, Baylor University, Waco, TX, May 2007

Honors/Activities: Member, Involvement/Engagement Work Team for Student Life

Bachelor of Arts, Ouachita Baptist University, Arkadelphia, AR, May 2002

Majors: Accounting and Biblical Studies Language

Rank: *Cum Laude*

Honors/Activities: Recipient, President's & Dean's Honors Lists (Multiple Semesters)
Member, Ouachita Student Foundation
Member, Theta Alpha Kappa National Honor Society
Presentation, *Divine Hardening of the Heart in Exodus*, OBU Scholar's Day
Research Assistant, Pruet School of Christian Studies (1998 to 2002)
Youth Minister, First Baptist Church, Star City, AR (1997 to 1999)
Youth Minister, Temple Baptist Church, Searcy, AR (1999 to 2000)

PUBLICATIONS/PRESENTATIONS

- Advisory Committee, The 2014 Annual Survey of Access and Finance Issues, Education Policy Center, University of Alabama, Publication Forthcoming
- Roundtable Presider, Student Debt and The Impact on Higher Education, National Education Finance Conference, April 24, 2014
- Presenter, Issues Related to Student Debt, 18th Annual Texas Higher Education Law Conference Agenda, March 24, 2014
- Roundtable Presider, Student Debt and The Impact on Higher Education, Education Law Association Annual Conference, November 15, 2013

- Panel Presenter, A Conversation on Customer Service, Hosted by Sam Houston State University Staff Council, November 12, 2012
- Jim Gross, Jr. & C. Aaron LeMay, *Cognos Reports for Budget Management Presentation*, Texas Connection Consortium 2012 Annual Conference
- C. Aaron LeMay & Robert C. Cloud, *Student Debt and The Future of Higher Education*, 34 J.C. & U.L. 79 (2007)
- Presentation, *Student Debt and The Future of Higher Education*, Baylor Graduate School 2007 Academic Forum

CURRENT PROFESSIONAL MEMBERSHIPS

- Member, National Association of College and University Business Officers (NACUBO 2006 to Present)
 - NACUBO Annual Conference Review Committee (2012 to 2014)
- Member, American Institute of Certified Public Accountants (AICPA – 2006 to 2008; 2011 to Present)
- Member, Texas Society of Certified Public Accountants (TSCPA – 2006 to 2008; 2011 to Present)
 - Member, HSCPA Young Professionals Committee (2013 to Present)
 - Member, TSCPA Relations with Educational Institutions Committee (2006 to 2008)
- Member, National Association of Student Personnel Administrators (NASPA – 2006 to Present)
- Member, Education Law Association (ELA – 2011 to Present)
 - State Membership Director for Texas (2011 to Present)
 - School Law Reporter (2013 to Present)
- Member, National Education Finance Conference (2014 to Present)
 - Board of Advisor (2014 to Present)

CURRENT COMMITTEES & ACTIVITIES

- Adjunct Faculty, HIED 5362: Resource Development and Allocation in Higher Education (Upcoming, Fall 2014)
- Member, Bank Depository Review Committee (2011 & 2014)
- Member, Student Complaints Taskforce (2014 to Present)
- Member, SciQuest Implementation Team for eProcurement, eReceivable, and eInvoice Modules (2014 to Present)
- Advisor, Phi Alpha Delta Pre-Law Fraternity (2013 to Present)
- Member, Strategic Enrollment Management Scholarship Analysis Committee (2013 to Present)
- Member, ERP Planning Committee (2013 to Present)
- Member, SHSU Web Governance Committee (2013 to Present)
- Member, SHSU Investment Committee (2012 to Present)

PAST COMMITTEES & ACTIVITIES

- Member, SHSU Data Standards Committee (2011 to 2013)
- Member, Faculty & Staff Annual Fund Committee (2011 to 2013)
- Member, Lowman Student Life Center Programming Committee (2012)
- Member, Cognos University Reporting Committee (2011 to 2012)
- Member, Banner Command Team (2011 to 2012)
- Mentor, Flash Faculty-Staff Student Mentor Program (2011 to 2012)

OTHER ACTIVITIES

- Sunday School Teacher, 9th Grade Boys, The Woodlands First Baptist Church (2013 to present)
- Volunteer, The Woodlands First Baptist Church (2012 to present)
- Church Trustee & Deacon, The Woodlands Christian Church (2009 to 2011)
- Vice President & Treasurer, Indian Creek Homeowner's Association (2004 to 2007)
- Hobbies: running (completed 3 marathons, 3 half-marathons), attempting triathlons (long story), reading historical biographies, and watching movies with my daughter