

LOUIS CHAVARRIA CRA, CPA

Employment Objective: Managerial position in accounting, or a similar profession

PERSONAL

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EMPLOYMENT HISTORY

SAM HOUSTON STATE UNIVERSITY (NOVEMBER 2006 TO PRESENT)

Position: Director Contracts & Grants

Duties Performed:

- Provide post award support on externally sponsored projects awarded to SHSU faculty
- Review of grant account balances and transactions to ensure compliance with award terms
- Liaison to faculty, staff and external sponsors to resolve grant and contract issues
- Supervision of Contracts & Grants personnel
- Conduct training workshops on grants administration for SHSU faculty & staff
- Prepared Annual Financial Report schedules and year end entries for sponsored projects
- Preparation of financial reports for management review

THE TEXAS ENGINEERING EXPERIMENT STATION (JUNE 2001 TO NOVEMBER 2006)

Position: Regional Research Administration Liaison

Duties Performed:

- Provide assistance to TEES Regional Divisions on Finance & Administrative issues
- Project Administrator on research projects awarded in excess of \$30M to Regional Divisions
- Conducted financial accounting training for Regional Divisions personnel through PowerPoint presentations and video teleconference
- Review and approve regional divisions purchase vouchers for accuracy and completeness

THE UNIVERSITY OF TEXAS AT AUSTIN (JUNE 1998 TO JUNE 2001)

Position: Manager Contract & Grants **Promoted to Manager in February 2000**

Duties Performed:

- Supervision of Contracts & Grants staff along with employee interviews, staffing and evaluations
- Prepared accounting entries and restricted funds schedules for UT-Austin Annual Financial Report
- Conducted contract and grant training classes for University personnel

Position: Assistant Manager – Financial Reports

Duties Performed:

- Assisted in preparation of Annual Financial Report for UT-Austin, UT System Administration
- Establishment of various departmental accounts
- Preparation of various reports requested by UT Austin management and external regulatory organizations
- Assisted the Manager of Financial Reports in the supervision of the section's personnel

THE TEXAS ENGINEERING EXPERIMENT STATION (SEPTEMBER 1992 to JUNE 1998)

Position: **Senior Proposal Administrator**

Duties Performed:

- Provided research proposal preparation assistance to Faculty and Staff
- Services included preparation of grant budgets, internal approval documents and various sponsor forms to ensure completeness and accuracy of proposal application
- Liaison to sponsors on cost estimates and pricing data

EMPLOYEES RETIREMENT SYSTEM OF TEXAS (ERS) (MARCH 1991 TO SEPTEMBER 1992)

Position: **Staff Auditor III**

Duties Performed:

- Compliance, Financial and EDP audits of ERS Divisions to ensure accuracy of financial records
- Review of account balances and transactions, physical assets of Agency for appropriateness
- Prepared detailed audit programs to assist in the performance of reviews conducted of Agency records and accounts
- Prepared detailed audit reports for dissemination of audit results to Auditees, ERS management and Board of Trustees

UNIVERSITY OF TEXAS SYSTEM (OCTOBER 1988 TO MARCH 1991)

Position: **Staff Auditor II** ** PROMOTED TO SUPERVISORY AUDITOR IN MARCH 1990**

Duties Performed:

- Performed Compliance and Financial Audits of UT System Components to ensure accuracy and reliability of financial records
- Performed NCAA mandated audits of athletic programs to ensure compliance with NCAA rules and regulations
- Special audits as requested

EDUCATION, SKILLS AND PROFESSIONAL LICENSES

- BBA (Accounting) Sam Houston State University
- Certified Public Accountant
- Certified Research Administrator
- Microsoft Word/Excel/Power Point

References available upon request