

## Charlene Hart, MBA, CPA, CFE, CRA



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### Experience:

#### University of Nevada, Reno

**February 2012 to Current**

Position Held:

Responsibilities: (are representative of current position held)

Associate Vice President, Research Administration  
(June 2018 to Present)

Assistant Vice President, Research Administration  
(July 2014 to May 2018)

Director, Office of Sponsored Projects  
(February 2012 to July 2014)

- Assisted and supported the Vice President for Research & Innovation in streamlining operations, and enhancing the output of the Research Office initiated/supported activities.
- Oversee the Office of Sponsored Projects and the overall research compliance and regulatory affairs. Approximately \$150M flows through this office a year.
- Manage pre award, post award, sponsored program audits and costing activities including the indirect cost proposal development and negotiations.
- Served as the Subject Matter Expert for the Research & Innovation division on the implementation of a new human resource and financial accounting system, Workday.
- Project Manager on the selection and implementation of Key Solutions, a protocol management system.
- Collaborated and managed the development of a data management system for reporting on research activities on campus.
- Serve on the Vice President of Research & Innovation Senior Leadership Team.
- Represent the University of Nevada, Reno in relations with state, federal and private funding agencies.
- Represent the University of Nevada, Reno at various local, state and national conferences/roundtables/meetings. For example, the Federal Demonstration Partnership and the Council on Governmental Relations.
- Oversee the department of Animal Resources, Environmental Health & Safety and Research Integrity for the campus.
- Oversee effort reporting, conflict of interest and export controls.

#### University of Nevada, Reno

**August 2003 to February 2012**

#### College of Agriculture, Biotechnology and Natural Resources (CABNR)

#### And the Nevada Agricultural Experiment Station (NAES)

Position Held:

Responsibilities:

Fiscal Officer

- Develop and manage the budgets for NAES in the amount of \$6 million and CABNR in the amount of \$3 million.
- Develop and manage the budgets for the NAES experiment field stations in the amount of approximately \$1 million.
- Manage start-up budgets of approximately half a million dollars.
- Monitor and manage the cost share and salary offloads to grants for CABNR/NAES.
- Review and approve grant and contract proposals for CABNR/NAES.
- Responsible for monitoring compliance of the budget for over 800 CABNR/NAES accounts.
- Responsible for providing direction, management and oversight for the five NAES experiment field stations and staff.
- Primary contact for three departments and program secretaries, department chairs, faculty and principal investigators of research projects and individual grants and contracts.
- Assist the Director with the writing of the annual Plan of Work and the Annual Report for the National Institute of Food and Agriculture.
- Assist the Director with grant proposals for Hatch, Hatch Multi-State, McIntire Stennis, Animal Health and the Nevada Arid Rangeland grants.
- Responsible for NAES Title VI civil rights program.
- Liaison with administrators and staff of Nevada Cooperative Extension, the School of Medicine, Graduate School, UNR Controller, Budget and Analysis, Personnel, Purchasing, Office of Sponsored Projects, Internal Audit and the UNR Foundation.

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## **Kafoury, Armstrong and Company**

**January 1996 to July 2003**

### Positions Held:

Senior Manager

January 2002 to July 2003

Manager

September 1999 to December 2001

Senior Accountant

November 1997 to August 1999

Staff Accountant

January 1997 to October 1997

Assistant Staff Accountant

January 1996 to December 1996

### Responsibilities: (are representative of the last position held)

- Supervised multiple audits and consulting engagements with anywhere from one to four staff accountants on each job (financial and grant compliance).
- Audit and financial statement preparation. Performed audit work on the more complex areas of the audit engagement (such as debt, bonds, indirect cost proposals and compliance with the NRS) and reviewed the staff accountants' work (financial and grant compliance).
- Financial statement presentations to the client's Board members.
- Prepared engagement proposals.
- Performed staff evaluations and schedule staff for engagements.
- Consulted clients regarding tax and accounting issues, internal control analysis and cash flow projections.
- Consulted clients concerning budgeting needs and five-year budget projections.
- Prepared and presented monthly financial statements to the respective Boards for consulting clients.
- Complex level tax preparation (individual, nonprofit, partnership and corporate returns).
- Prepared client invoices.
- Mentored new staff.
- Promoted the firm and obtained new clients through referrals.

## **Education:**

Bachelor of Science in Business Administration/Accounting Major  
University of Nevada, Reno. December 1995 with distinction

Masters in Business Administration  
University of Nevada, Reno. December 2005

## **Professional Affiliations:**

American Institute of Certified Public Accountants  
Nevada Government Finance Officers Association  
National Council of University Research Administrators

Nevada Society of Certified Public Accountants  
Association of Certified Fraud Examiners  
Society of Research Administrators

## **Awards:**

Received the Nevada Women's Fund – Women of Achievement Award from the University of Nevada, Reno in 2018  
Received the Nevada Women's Fund - Women of Achievement Award from Kafoury, Armstrong and Company in 2001

## **Community Involvement:**

FBI Reno Citizens Alumni Association – Treasurer (2019-Present)  
FBI Citizens Academy (2017)  
Domestic Violence Resource Center (formerly CAAW) – Chair (2012-2020)  
National Counsel of Juvenile and Family Court Judges – Finance Committee Advisory Member (2014 to 2017)  
Washoe County School District Other Post-Employment Benefits (OPEB) Board - Trustee (2008 to 2012)  
Washoe County School District – Audit Committee – Member (2004 to 2014)  
Washoe County DUI Task Force – Treasurer (1999 to 2003)  
Reno South Rotary - Prepared annual financial statements and tax return (990) pro-bono (1997 to 2004)

## **University Committee Service:**

Conflict of Interest Committee  
Strategic Planning/Accreditation Core Theme #2 Discovery Committee  
Faculty Senate Research & Grants Committee  
Early Head Start Governing Body

## **Other Activities:**

University of Nevada, Reno - Continuing Education (2002 and 2003)

Taught the following classes:

- Nonprofit Budgeting and Financial Management
- Governmental Budgeting and Financial Management
- CPA Review Courses

Truckee Meadows Community College - Part-Time Instructor (August 1997 to May 1998)

- Individual Taxation
- Accounting