



CITY OF COBURG

91136 N Willamette | P.O. Box 8316
Coburg, Oregon 97408

APPLICATION FOR BOARDS, COMMISSIONS AND COMMITTEES

Please indicate the position you are applying for:

- () Planning Commission (x) Budget Committee () Historic Preservation (Heritage Committee)
() Park|Tree Committee (x) Finance|Audit Committee () Other please indicate _____

Name: Elise Landry Phone: _____

Email: _____

Physical Address: 91099 Austin St., Coburg Mailing Address: PO Box 8117, Coburg, 97408

Occupation: Research Administrator/Financial Analyst

How long have you lived in Coburg? 4 months How long have you lived in Oregon? 29 years

Are you a registered Voter? X Yes _____ No

List boards, councils, or commissions, if any, that you have served on:

List and briefly describe community or service oriented organizations of which you are or have been a member:

Congregational Preschool Board, Eugene - Treasurer
O'Hara Catholic School Advisory Council
Marist High School Auction - Volunteer Chair

Describe any goals, ideas or objectives you have for the City of Coburg:

As a new resident, I look forward to learning more about Coburg and using my experience, training, and knowledge to assist the city with sound fiscal management in order to maintain and improve the livability of the city for all residents.

List any skills, training, or experience that you have that might be useful to this position:

See attached resume for complete description
Budgeting, financial analysis, monitoring and reporting, fund accounting, reconciliation
MBA, Concentration in Finance; BS, Double Major: Finance & Marketing

Why would you like to be appointed to this position?

I would like to be appointed to either the Budget Committee or Finance/Audit Committee to put my skills to their best use in support of my home town and to connect with fellow Coburg residents.

Signature: _____ Date: 2/27/2022

ELISE LANDRY

Professional Summary

Financial professional with well-rounded background in fund accounting, budgeting, financial analysis, and research administration. Experience with University of Oregon policy, processes, systems, and campus units. Exceptional written and verbal communication skills.

Skills

- Budgeting and forecasting
- Financial analysis and reporting
- Banner FIS & HRIS, Cognos, EPCS
- Customer-oriented focus
- Pre- and post-award grant administration
- Effective communicator

Work History

Sponsored Projects Administrator, University of Oregon Sponsored Projects Services, Post-Award, 2020 to Present

- Monitor multi-million dollar portfolio of research grants and contracts from receipt of award through closing including reviews, reporting, reconciliation, and invoicing
- Assess and prioritize wide variety of incoming requests, issues, and tasks, decide on appropriate action, and carry out resolutions/tasks to completion
- Assist PIs and DGAs in managing budget and expenses on grant funds
- Provide guidance to faculty and DGAs in administering grants to ensure compliance with contract requirements and successful completion of grant projects
- Create and submit accurate and timely financial reports to sponsors using Banner and Cognos financial data
- Review and approve cost transfers and purchases on grant funds
- Liaise with broad range of federal, state, and private sponsors
- Collaborate with other SPS groups and campus units to advance grants to successful completion

Fiscal Coordinator, University of Oregon Mathematics Department, 2018 to 2020

- **Develop \$10M+ Budget for Academic Unit:** complete beginning budget and carry forward processes, forecast salary and service & supplies expenses, evaluate available funding, determine and execute necessary budget and foundation transfers, monitor salary, OPE, and S&S spending making any needed corrections or additional budget transfers.
- **Payroll and Contracts:** run and review monthly payroll reports in Banner for all faculty, staff, GEs, and student workers (180 employees), research and resolve errors in payroll expenses, create and submit payroll requests for needed changes in labor distribution, additional appointments, and stipends; enter hours for classified staff and exempt staff leave in Banner; manage contract renewal process for pre-tenured TTF and NTTF
- **Department Grant Administrator:** pre- and post-award for portfolio of 30 active research grants: assist faculty with proposal preparation and submission, creating budgets and justifications, and ensuring all granting agency requirements are met; monitor expenses and effort from award to close, advise faculty on grant spending to comply with UO, federal, and private agency regulations; report on transactions and balances and interpret reporting for faculty; create and maintain grant expense and balance tracking spreadsheets; create contracts charged to grants to comply with Uniform Guidance and other applicable regulations and policies
- **Additional Responsibilities:** Lead change of Math Circle program application and payment processes from paper to electronic, inventory review and maintenance, computer purchasing, maintain office and building space use in UO Spaces, manage Courtesy Appointments

Account & Travel Coordinator/Grant Technician, University of Oregon Mathematics Dept, 2015 to 2018

- Monitor spending in, and monthly reconciliation of 132 general, gift, continuing education, royalty, and grant fund index/activity codes and 22 foundation funds; identify and research discrepancies, enter correcting journal vouchers
- Issue monthly faculty funding reports; interpret financial reports for faculty
- Post-award DGA: monitor spending on grants from award to close using Cognos reports and Excel shadows; process allowable, allocable, consistent and reasonable expenses
- Gain expertise in UO, foundation, and granting agency policies and apply to charging decisions
- Pay all invoices and reimbursements ensuring all expenses are charged to appropriate funding sources
- Maintain accurate and current shadow spreadsheets to provide department management and faculty with valid information for decision-making
- Create purchasing contracts and purchase orders in compliance with UO policy

- Process 200-300 travel reimbursements per year for all faculty, GEs, and guests accurately and efficiently

Senior Financial Analyst, Hewlett Packard, San Jose, CA, 1990 to 1993

- Provide worldwide business support for Optical Communications Division, \$250M+ business unit; interpret fiscal period financial performance of product lines, detecting and analyzing variances from targets and discrepancies in internal accounting and manufacturing data
- Prepare monthly Profit and Loss (P&L) narratives and hold monthly P&L review meetings with departmental and divisional management
- Lead quarterly financial forecasting
- Develop rock-bottom pricing model to assist marketing department in new product pricing
- Provide business support for division Research and Development (R&D) department: prepare and present financial metrics, using models such as Internal Rate of Return, Net Present Value, and Break Even Time for major R&D project phase reviews; target yearly R&D expenses; publish quarterly report of R&D projects in process; ensure reporting is accurate and metrics are calculated and presented in a manner which enhances decision making
- Assume cost accounting department manager's duties during extended leave; act as primary interface with division controller, assisting controller with quarterly forecasting; writing divisional P&L narratives for division and group management
- Supervise cost accounting staff member, train new cost accountant

Department Manager & Assistant Manager, Nordstrom, San Jose, CA, 1986-1987

- Supervise and assist department staff members in selling and merchandising inventory
- Hire and review staff members
- Schedule staff shifts
- Manage inventory in conjunction with the buyer

Education

MBA, Concentration in Finance, graduated with honors, top 10% of class

Santa Clara University - Santa Clara, California

Bachelor of Science in Commerce, Finance and Marketing double major

Santa Clara University - Santa Clara, California

Software/Systems Expertise

Excel, Word, Outlook, Adobe, Cognos, Banner, Concur, EPCS, Fastlane, Research.gov, proposalCentral, eRA Commons, GrantSolutions

Professional Certifications & Committee Memberships

- **Certified Research Administrator:** November 2020, 5-year renewable certification
- **UO Financial Stewardship Institute:** 2019-2020
- **UO DGA Advisory Committee:** 2019-2020, Selected to sit on committee of 12-14 DGAs from across campus to advise SPS on issues affecting department research support
- **UO Search Committees:** Review applications, interview candidates, and provide hiring decision input for Knight Campus Associate Director of Research, SPS Sponsored Projects Administrator, Mathematics Department Account Tech, and Psychology Department Account Tech

