

Catia (Kate) Scotto, CPA
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EXPERIENCE: **Rutgers University Center for State Health Policy** New Brunswick, NJ

Associate Director of Research Administration

- Rutgers University Center for State Health Policy** New Brunswick, NJ

Assistant Director of Program Planning

- Rutgers University Center for State Health Policy** New Brunswick, NJ

Strategic Business Advisor (part-time)

- Rutgers University Center for State Health Policy** New Brunswick, NJ

Business Manager

- Managed and oversaw business office staff
- Developed and compiled annual budget for CSHP
- Managed state, federal, and private grant fund accounts

- Closely monitored and reviewed grant activity to ensure compliance with sponsor and University policy
- Assisted PIs on rebudget requests, proposal budget development and proposal submission
- Completed the necessary procedures to close out grant fund accounts and archive documentation to safeguard departmental assets

Feb 2009 – Jul 2013 **Rutgers University Center for State Health Policy** New Brunswick, NJ
Business Specialist

- Closely monitored and reviewed grant activity to ensure compliance with sponsor and University policy
- Completed reconciliations for PI review to ensure proper project expenditures and projections
- Managed staff charging instructions and grant effort through commitment accounting or timely salary reallocations
- Developed annual copy and print recharge rates for departmental use
- Approved daily activities such as TABERs, requisitions, journal entries, and hourly payroll for budgetary maintenance
- Entered new hires and staff changes in RIAS III and completed new I-9 process in electronic Guardian system

Jan 2007- Sep 2008 **American Standard Brands (American Standard)** Piscataway, NJ
Senior Accountant

Sep 2003- Dec 2006 **Deloitte** Princeton, NJ
Senior Auditor

Sep 2001- May 2003 **Rider University** Lawrenceville, NJ
Graduate Research Assistant

Mar 2000- Sep 2001 **Carter Wallace, Inc.** Cranbury, NJ
Receivable Representative

Sep 1997- Mar 2000 **Carter Wallace, Inc.** Cranbury, NJ
Quality Control Analyst

EDUCATION:

2003	Rider University MA: Accountancy
1997	Rutgers University BS: Environmental and Business Economics BS: Food Science

PROFESSIONAL AFFILIATIONS:

Member, AICPA
Member, NJCPA