

Kathleen M. Smith

2725 North Avondale Blvd.
Milwaukee, Wisconsin 53210

Professional Experience:

- 1995 ~ Present: Legal Aid Society of Milwaukee, Inc.
Milwaukee, Wisconsin
Financial Officer/Human Resources. Currently managing all finances including investments, accounts receivable and payable of over 3.5 million dollars. Other responsibilities include drafting budgets, preparing financial statements for all departments including building operations, reconciliation of all bank statements, payroll, administration of all employee benefits, year end audit of total agency, all financial reporting to our funding sources, assist with fund raising/development planning. Supervision and evaluation of all support staff.
- 1987 ~ 1995 Archdiocese of Milwaukee - World Mission Office
St. Francis, Wisconsin
Office Administrator/Accountant.
Managed all finances including investments, accounts payable and receivable of over 2 million dollars. Other responsibilities included, preparation of budgets, monthly financial statements, reconciliation of all bank statements, year end audit, fund raising/development and supervision of support staff including, evaluating staff performance, and performance planning. Member and past chairperson of Archdiocesan Employees Council.
- 1982 ~ 1987 Hyatt Legal Services
Milwaukee, Wisconsin
Assistant Regional Partner. Duties included the recruitment and training of all legal assistants for Wisconsin and Northern Illinois. Training included: accounting procedures, telephone etiquette, legal forms and documents and computers. Other responsibilities included: evaluating staff performance, performance planning and implementing new policies and procedures.

1975 ~ 1980

Congressman Martin A. Russo

3rd Congressional District, Illinois

Congressional Aide. Managing local district office. Duties included case work in the area of Immigration and Naturalization work, Social Security Disability and all appointments to the Military Academies.

Education

1971 ~ 1975

St. Xavier College

Chicago, Illinois

B.S., Accounting and Business Administration

1980 ~ 1982

St. Ambrose College

Davenport, Iowa

Religious Studies