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Academic Background

- D.B.A. North Central University, Accounting (In Progress) - Expected ABD (January 2020)
- M.B.A. Southeastern Oklahoma State University, Accounting, 2008.
- B.B.A. Southeastern Oklahoma State University, Durant, Oklahoma, Accounting, 2006.

Professional Certifications

Certified Public Accountant – Oklahoma, 2011 to present

Professional Memberships

- Beta Gamma Sigma, 2015 to present
- American Institute of Certified Public Accountants, 2014 to present
- Oklahoma Society of Certified Public Accountants, 2011 to present
- Delta Mu Delta, 2006 to Present

WORK EXPERIENCE

Work Experience

- Instructor/Assistant MBA Director/Special Assistant to AACSB Coordinator, Southeastern Oklahoma State University (August, 2017 - Present), Durant, Oklahoma.
- Accountant, Texoma Utility Equipment, Metts Brothers, Inc. & Metts Brothers Powerline (August, 2011 - Present), Durant, Oklahoma. Maintains the General Ledger and Fixed Assets, reconciles bank statements, verify vendor balances and assist with all aspects of financial reporting
- Temporary, Full-time Instructor and Special Assistant to the AACSB Coordinator, Southeastern Oklahoma State University (August, 2015 - June, 2017), Durant, Oklahoma. Assist with the accreditation process in both tracking and reporting various data including but not limited to student enrollment and graduation rates and faculty intellectual contributions. Participate in and take minutes of various faculty meetings. Instruct 12 hours each semester (fall/spring) in the areas of accounting and business information management.
- Accountant/Consultant, Williams & Company, CPAs Inc. (April, 2011 - September, 2017), Durant, Oklahoma. Duties have involved payroll and payroll reporting. Ongoing activities involve write-up work, preparation of financial statements as well as individual and corporate tax returns.
- Special Assistant to the Executive Dean for Academic Affairs - JMSB, Southeastern Oklahoma State University (March, 2011 - August, 2015), Durant, Oklahoma. Assist with the accreditation process in both tracking and reporting various data including but not limited to student enrollment

and graduation rates and faculty intellectual contributions. Participate in and take minutes of various faculty meetings as well as aid the MBA Director and MBA Coordinator.

- Adjunct Instructor, John Massey School of Business/Southeastern Oklahoma State University (January, 2013 - May, 2013), Durant, Oklahoma. Instructor of Fundamentals of Managerial Accounting
- Corporate Accountant - Mortgage, First United Bank (August, 2010 - February, 2011), Durant, Oklahoma. Performed all mortgage account reconciliations, calculated both mortgage servicing rights and commissions for loan officers and mortgage support staff, assisted in the forecasting of income and expenses.
- Special Assistant to the Dean, John Massey School of Business, Southeastern Oklahoma State University (January, 2009 - August, 2010), Durant, Oklahoma. Assist with AACSB, International and ACBSP accreditation process in both tracking and reporting various data including but not limited to student enrollment and graduation rates and faculty intellectual contributions. Participate in and take minutes of various faculty meetings as well as aid the MBA Director and MBA Coordinator.
- Internal Audit Intern, First United Bank (January, 2009 - May, 2009), Durant, Oklahoma. Assisted in the review of the operations or programs to ascertain whether results were consistent with established objectives and goals and whether the operations or programs were being carried out as planned. Assisted in the review of the reliability and integrity of financial and operating information and the means used to identify measure, classify and report such information.
- Graduate Assistant, John Massey School of Business, Southeastern Oklahoma State University (June, 2007 - December, 2008), Durant, Oklahoma. Assisted with the AACSB, International accreditation process and performed research and summarized findings for Accounting, Marketing, Management, and Business Law Professors.
- Substitute Teacher, Durant Independent School District (February, 2007 - December, 2008), Durant, Oklahoma. Substituted for elementary, middle-school and high-school teachers in various subjects while obtaining my MBA.
- Bookkeeper/Accounts Collector, Doctor's Clinic of Durant, Inc. (November, 2000 - February, 2007), Durant, Oklahoma. Responsible for accounts payable, bank reconciliations and completion of cash-receipts and payroll reporting. Resolved routine patient billing inquires and problems. Assisted in preparing the annual Medicare Cost Report. Analyzed accounts receivable aging reports and followed up on balances due from insurance companies and patients. Prior to these dates, I assisted with much of the same on a part-time basis.

TEACHING

Courses Taught

Courses from the Teaching Schedule: ACCOUNTING INFORMATION SYSTEMS (Bachelors), BUSINESS COMPUTER APPLICATIONS (Bachelors), FUNDAMENTALS OF FINANCIAL ACCOUNTING (Bachelors), FUNDAMENTALS OF MANAGERIAL ACCOUNTING (Bachelors), INCOME TAX ACCOUNTING I (Bachelors), MANAGERIAL COST ACCOUNTING (Bachelors)

Teaching Activities

Course (New) - Creation/Delivery: Online

2017 - *Fundamental Managerial Accounting for AP accelerated format.*

2017 - *Fundamental Financial Accounting for AP accelerated format.*

Student Assign-Students Advised (GRAD)

2019 - *Advising MBA students.*

2018 - *Advising MBA students.*

2017 - Advising MBA students.

Student Assign-Students Advised (UG)

2016 - Advising Accounting majors.

2015 - Advising Accounting majors.

2014 - Advising Accounting majors.

Other Teaching Activities

2015 - Quality Matters Training.

INTELLECTUAL CONTRIBUTIONS

Refereed Articles

Applied or Integrative/application Scholarship

Smith, G. S., Hrnrcir, T. J., & Metts, S. (2013). Small business fraud and the trusted employee. *Fraud Magazine*, 28 (1), 42-47.

Hrnrcir, T. J., & Metts, S. (2012). Why Small Businesses Fall Victim to Fraud: Size and Trust Issues. *Business Studies Journal*, 4 (1), 61-71.

Basic or Discovery Scholarship

Richards, R., Stevens, R., Silver, L., & Metts, S. (2018). Overcoming employer perceptions of online accounting education with knowledge. *Administrative Issues Journal: Connecting Education, Practice, and Research.*, doi: DOI: 10.5929/2019.1.14.5.

Tiger, A., Stamey, Jr., J., & Metts, S. (2010). Service Operations Management at the Golf Course: Information Technology Design Choices Change Golfers' Waiting Times. *Palmetto Business Review*, 13, 62-70.

Refereed Proceedings

Basic or Discovery Scholarship

Stevens, R. E., Silver, L. S., & Metts, S. (2014). Tadpole's Marine. *Southwest Case Research Association - SWCRA*.

Teaching and Learning Scholarship

Stevens, R., Loudon, D., Silver, L., Bressler, M., & Metts, S. (2017). Unique Displays Cases, Inc. *Southwest Case Research Association - SWCRA*.

Howard, R. W., Metts, S., & Joplin, J. (2017). Joe Smith's Ethical Dilemma: Humble Energy, Inc. *Southwest Case Research Association - SWCRA*.

Howard, R. W., & Metts, S. (in press, 2016). Joe Smith's Ethical Dilemma: Oklahoma Energy Inc. *Southwest Case Research Association - SWCRA*.

Books, Monographs, Compilations, Manuals

Manuals/Guides

Metts, S. (2012). • *The Essentials of Marketing Research –Instructor's Manual*.

Presentations of Refereed Papers

Regional

Metts, S. L. & Howard, R. W. (2014). *Dr. Howard Stevens Ethical Dilemma*. Southwest Case Research Association - SWCRA, Dallas, Texas.

Working Papers

Silver, L., Stevens, R., Richards, R. J., & Metts, S. (2017). "Employer Survey of Hiring Accounting Students and Opinions Related to Online Education."

SERVICE

Service to the Institution

College Assignments

Member:

2015-2018; 2019-2020 Strategic Planning

2015-2018: JMSB Graduate Council

2015 to present: CMAoL (Curriculum Management & Assurance of Learning)

2015 to present: AACSB Oversight

2014-2016: JMSB Meetings with Dean Scoufos

College Assignments

Other Institutional Service Activities:

2015 to present: Special Assistant to the AACSB Coordinator

University Assignments

Other Institutional Service Activities:

2014 to present: Curriculum Contest Exam Proctor - Microsoft Excel

Professional Development

Other Professional Development

2018: Continuing Professional Education courses, Durant, Oklahoma.

- Overview of Taxation of Farms and Ranches
- Social Security Retirement: Do I Take It Now?
- Monthly Accounting Alert x 12
- Real Estate Taxation - Financing Real Property
- QBID: Qualified Business Income Deduction
- Update: Tax Cuts & Jobs Act
- S Corporations in 2018 and Beyond

2017: Continuing Professional Education, Durant, Oklahoma.

- Monthly Tax Alert x 12
- Monthly Corporate Tax Update x 12
- Cracking the Code: Efficient and Thorough Tax Research
- The Tax Cuts and Jobs Act: What you need to know.
- Basis Calculations - S Corporations, Partnerships, LLCs
- Business Ethics in Corporate Accounting
- Ethics for Tax Professionals

2016: Continuing Professional Education, Durant, Oklahoma.

- Monthly Tax Alert - x 12
- Monthly Corporate Tax Update - x 12
- Individual Tax Overview
- Ethics for CPAs and Tax Professionals
- What Your Kids Never Learned About Managing Money
- 49 Hottest Tax Updates for 2017
- Improving Presentations with Excel Graphics

2015: Continuing Professional Education, Durant, Oklahoma.

- Monthly Tax Alert - x 12
- Monthly Corporate Tax Update - x 12
- Farm Tax Update
- Capitalization - the New Landscape
- Business Succession - Failure to plan is planning to fail
- Schedule A Itemized Deductions - So much is left off
- Tax Planning for High-Income Clients

2014: Continuing Professional Education, Durant, Oklahoma.

- Why is Employment Law so Complicated?
- Financial Management: Budgeting and Forecasting
- 49 Ways to Reduce Taxes for Individuals and Businesses
- Financing Options for Businesses
- Compilation Engagements
- 2014 Individual Tax Update
- 2014 Corporate Tax Update

Honors/Awards

Award

2018 – 2019: Excellence in Service to University and/or Profession - Nomination, Southeastern Faculty Senate.

2018 – 2019: Excellence in Teaching - Nomination, Southeastern Faculty Senate.

2017 – 2018: Excellence in Service to University and/or Profession - Nomination, Southeastern Faculty Senate.

2017 – 2018: Excellence in Teaching - Nomination, Southeastern Faculty Senate.

2016 – 2017: Excellence in Teaching, Award, Southeastern Faculty Senate.