

Jennifer L. Jones, CPA

Professional Experience

Sam Houston State University

Controller

Huntsville, Texas

January 2023- Present

- Executive Director for Financial Accounting & Reporting, General Accounting, Office of Research Administration, Property Office, Banking & Debt Management, Student Financial Services, and Facilities Business Services
- Prepared or provided detailed review of financial reports for the University including: Annual Financial Report, Sources & Uses, Integrated Fiscal Reporting System (IFRS) report, Integrated Postsecondary Education Data System (IPEDS) report, Fiscal Operations Report and Application to Participate (FISAP), Charter School Financial reports, Tuition Discounting Report, State Campus Based Programs Annual Report (TPEG), Sam Houston University Foundation reports, THECB Expenditure Study, Composite Financial Index, Endowment Reports, the APS011 and GR Rec, and ad hoc reports as requested.
- Prepared or provided detail review of financial reports for Sul Ross State University.
- Primary accountant for GASB 87 and GASB 96 implementations for Sam Houston State University and Sul Ross State University

Associate Controller

January 2019- January 2023

- Supervisor for Financial Accounting & Reporting, General Accounting, Office of Research Administration, and Office of Compliance & Insurance, supervising up to 20 staff
- Prepared or provided detailed review of financial reports for the University including: Annual Financial Report, Sources & Uses, Integrated Fiscal Reporting System (IFRS) report, Integrated Postsecondary Education Data System (IPEDS) report, Fiscal Operations Report and Application to Participate (FISAP), Charter School Financial reports, Tuition Discounting Report, State Campus Based Programs Annual Report (TPEG), Sam Houston University Foundation reports, THECB Expenditure Study, Composite Financial Index, Endowment Reports, the APS011 and GR Rec, and ad hoc reports as requested.
- Prepared data for annual strategic planning retreat
- Prepared or provided detail review of financial reports for Sul Ross State University.
- Provided consulting support for the implementation of a new Banner chart of accounts for Sul Ross State University.

- Primary accountant for the SHSU Endowment, including fair market value adjustments, spendable distributions, reporting, and reconciling balances to prepare the Note 3 for the AFR.
- Participated in the hiring of the entire staff of the Office of Compliance & Insurance and worked with the director to determine goals and methodologies to resolve an inherited audit finding.
- Plan and implement quarterly staff development that provides training, team building, and connections to the larger university community.
- Year End responsibilities have included Tuition Discounting, Allowance for Doubtful Accounts, Program Code Clean Up, Fund Balance Review, Gifts in Kind, Internal Service Code Corrections, Separation of the College of Osteopathic Medicine from SHSU for reporting purposes, Banner Year End roll, and production of financial statements and notes to those statements.

Financial Accounting & Reporting Manager

March 2018-December 2018

- Supervisor for Financial Accounting & Reporting group including four staff accountants
- Review and Approval of Journal Vouchers
- Charter School Accounting and Audit Support
- Provided data for F&A Rate proposal
- Prepared and reviewed Profit & Loss statements
- Preparation of Sources & Uses, IFRS, Tuition Discounting Report, \$ Bill Report, and assembled the Annual Financial Report for publication
- Cleaned up the Study Abroad program funds

Sam Houston Baptist Student Ministry

Huntsville, Texas

Office Manager/Ministry Assistant

November 2014- July 2017

- Responsible for all financial transactions including preparation of monthly reports and reconciliations.
- Prepared and maintained all communication for the ministry including emails, website, Facebook, newsletters, and promotional materials.
- Coordinated “Free Lunch” each week by scheduling churches to cook and serve lunch for 200-250 SHSU students.
- Provided administrative support to the Director, Interns, and students in planning events such as mission trips, retreats, golf tournaments, and banquets.
- Streamlined operations of administrative functions to achieve cost savings to the ministry.

Office of Sponsored Programs, University of Missouri
Senior Accountant

Columbia, Missouri
January 2002-July 2004

- Prepared monthly invoices and financial reports for 400-500 grants for the United States Department of Agriculture (USDA), Missouri Department of Transportation (MODOT), United States Forest Service, Missouri Coordinating Board of Higher Education, and University subcontracts related to these agencies.
- Provided end user training on the grants module of the new software package during a lengthy system conversion.
- Prepared new Standard Operating Procedures for all OSPA Senior Accountants
- Monitored accounts receivable and followed up on outstanding invoices

Ernst & Young LLP
Audit Staff

Dallas, Texas
Sept. 1999-August 2001

- Participated in the planning, execution, and reporting of audits from clients in the manufacturing, healthcare, financial services, and insurance industries
- Supervised other staff and interns in preparation of audits of insurance clients
- Researched, audited, and documented FAS 133 transactions involving interest rate swap agreements and use of financial derivatives to offset risk in life reinsurance contracts
- Prepared SEC documents for public clients and state insurance reports

Education

Texas A&M University
Professional Program in Accounting – Audit Emphasis
Master of Science in Accounting
Bachelor of Business Administration in Accounting

College Station, Texas

May 1999
December 1998

Certifications

Certified Public Accountant, State of Texas

Community Activities

Huntsville Band Booster Club, Inc – Treasurer

Elkins Lake Baptist Church- Personnel Committee Member

Relevant Software Competencies

Ellucian Banner, Cognos, Microsoft Excel