

Jennifer Jenkins

Candidate for NCURA Region VII Treasurer-Elect

Personal Statement

NCURA has been an important part of my professional journey throughout my 24 years in research administration and sponsored programs accounting. Through NCURA, I have gained valuable knowledge, professional development opportunities, and a network of colleagues who have become trusted resources and friends. The relationships I have built through NCURA have enriched my career and reinforced the importance of supporting one another as research administrators.

One of the things I value most about NCURA is the willingness of members to share their knowledge and help one another. Whether volunteering at conferences, helping attendees find sessions, serving on committees, presenting educational content, or simply talking through challenges with colleagues, I have seen firsthand how much we learn from and support each other.

One of the most rewarding aspects of my career has been helping others learn, grow, and succeed. As a manager, mentor, volunteer, and colleague, I enjoy helping people develop new skills, gain confidence, and achieve their goals. There is nothing better than seeing someone tackle a challenge they didn't think they could handle and realize they are capable of more than they thought.

Throughout my career and personal life, I have looked for opportunities to learn, serve, and lead. I believe effective leadership is built on collaboration, stewardship, and a genuine desire to help others succeed. Those values have guided my work as a manager, volunteer leader, and member of the research administration community.

I am seeking the opportunity to serve as Treasurer-Elect because I want to give back to an organization that has contributed so much to my career. With a background in accounting and more than two decades of experience in sponsored programs accounting and research administration, I understand the importance of responsible financial stewardship, transparency, and accountability. It would be an honor to help support the financial strength of Region VII while continuing to serve a community that has given so much to me.

Jennifer C. Jenkins

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Profile

Accomplished Manager with 22 years of experience in research administration. Dedicated to ethical leadership and accountability. Proven ability to lead and collaborate with cross-functional teams. An engaged team player committed to continuous improvement and building strong relationships with internal and external parties involved with sponsored programs. I am seeking opportunities to grow professionally and connect with a mentor to enhance my leadership and mentoring skills and inspire my staff to reach their full potential.

UTAH STATE UNIVERSITY | LOGAN, UT

MANAGER | SPONSORED PROGRAMS ACCOUNTING | JANUARY 2016 - PRESENT

- Oversee all functions of the Sponsored Programs Accounting (SPA) department – including invoicing, financial reporting, collections, compliance monitoring, training, mentoring, and problem solving
- Hire SPA personnel; communicate office expectations and review university policies & training requirements for employment
- Support supervisors with monitoring and adjusting workloads for SPA staff and providing feedback and performance evaluations based on identified metrics
- Collaborate with multiple departments to create, assist with, and provide training related to sponsored programs for the campus community
- Subject matter expert on Uniform Guidance cost principles and audit requirements for federal awards
- Cultivate a culture of compliance with federal and state regulations, university policies and procedures, sponsors' terms and conditions
- Monitor for internal controls; notify/work with appropriate departments and administrators if potential weaknesses are identified
- Assist with interpreting OMB's Uniform Guidance section of the Code of Federal Regulations
- Create and update university policies and procedures pertaining to sponsored awards
- Facilitate the preparation and submission of the annual Schedule of Expenditures of Federal Awards, HERD Survey, and Reimbursed Overhead Usage report for Utah System of Higher Education
- Audit liaison for the university's annual Single Audit; includes organizing and overseeing collection of requested samples and documentation, and answering questions pertaining to USU policies and procedures and directing them to the appropriate university contacts for various requests
- Provide support and assistance to campus community during sponsors' audits, desk reviews, site visits and other compliance related meetings
- Attend conferences/trainings and participate in listservs pertaining to research administration to stay informed of federal regulations updates/changes
- Report to Vice President for Research regarding SPA operations and management as of 10/1/24; prior to this date, I reported to the Controller

Education

B.A. IN ACCOUNTING | MAY 2001 | UTAH STATE UNIVERSITY, LOGAN, UTAH

With Minor in Spanish

Knowledge, Skills, & Abilities

- Accounting & Budgeting
- Experience with accounting and ERA systems
- Excellent interpersonal and communication skills
- Presenting at conferences/trainings
- Operating/procedural manuals and creating training materials
- Poised under pressure
- Detail oriented
- Understanding of compliance requirements for federal funding (e.g., Uniform Guidance, FAR, EDGAR, Title IV Financial Aid, etc.)

Certifications

NCURA Financial Research Administration Certificate (March 2019)

SRAI Practice of Research Administration and Management (PRAM) Certificate (October 2017)

SRAI Financial Management Certificate (October 2015)

Volunteer Opportunities

Presenter at NCURA Region VI & VII Conference (September 2024)

NCURA Campus Liaison for Utah State University (November 2020 – present)

NCURA Region VII - Professional Education Development Committee (April 2023 – present)

NCURA Region VII – Regional Awards Committee (April 2021 – October 2022)

USPAN (Utah Sponsored Programs Administration Network) Chair (2016 – present)