

**Accounting and Operations Associate  
Illinois Global Institute  
University of Illinois at Urbana-Champaign**

The Illinois Global Institute (IGI) is searching for an Accounting and Operations Associate, who will perform business and financial tasks for IGI, which included the Executive Office, Centers/Programs/Institute, particularly with regard to international transactions,. This position assists the Senior Business Operations Manager with budgeting and provides monthly account reconciliation and day-to-day expense management. It also provides operational support to the Executive Office.

The University of Illinois is an Equal Opportunity, Affirmative Action employer that recruits and hires qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status. For more information, visit <http://go.illinois.edu/EEO>.

## **DUTIES AND RESPONSIBILITIES**

### **Unit Accounting and Business**

- Process and manage purchase orders, through payment and completion of the PO to ensure University compliance and initiate contracts for the entire unit.
- Manage and approve transactions in the TEM system.
- Maintain events budgets (mostly ledger three self-supporting activities).
- Unit point of contact for questions concerning purchasing, accounting, contract, payables, and other business/finance issues. Process JV transfers and other miscellaneous accounting requests.
- Handle funds transfers between center and outside entities (off-campus).
- Keep track of exchange rate issues, particularly with international grants denominated in other currencies.
- Track and manage co-sponsorships and agreements (grant related and non-grant related).

### **Unit Finance**

- Manage accounts for the Executive Office in consultation with the Senior Business Operations Manager.
- Assist the Senior Business Operations Manager with budget management for the Executive Office and Centers.
- Reconcile accounts monthly and provide expense activity reports on all accounts, including grants.
- Provide ad-hoc reporting and financial analysis as requested.

### **Unit Operations**

- Oversee IGI inventory and use FABWEB to maintain equipment records and assist centers/programs with biennial inventory.
- Order supplies and equipment (iBuy access).
- Serve as Telecom Unit Coordinator and Pinnacle Department Manager to request new service, change to existing and discontinue service. Run monthly Telecom statements.
- Serve as Unit Security Contact and authorize, request, and maintain access to University administrative applications, maintain Information Security Compliance Forms, and annually audit user access.
- Supervise the data management plan for the unit.
- Maintain and analyze space data using Archibus facility management software.

- Serve as building manager for IGI
- Serve as Facilities and Maintenance contact for service and move requests
- Oversee summer 2022 move and other building special projects

## QUALIFICATIONS

### Required:

- Bachelor's degree with a major in Accountancy or a related field **AND** two (2) years of professional level accounting experience.
- **OR** Possession of current registration as a Certified Public Accountant (CPA), Certified Management Accountant, or a valid license to practice Public Accounting (LPA).
- **OR** Master's degree in Accountancy or a related field.

### Preferred:

- Minimum two years of progressive work experience that demonstrates strong ability to understand business and finance policy.
- Experience providing business and operations support at the University of Illinois Urbana-Champaign.
- Experience in monthly financial reconciliation.

Successful candidates will have knowledge of University and Campus policies related to business and finance including but not limited to those listed in the Campus Administrative Manual, Provost's Communications, and Policies and Rules. The successful candidate will also have working knowledge of University of Illinois business and operations policies and procedures, working knowledge of various software and web-based programs; Microsoft Word, Access, Excel, HRFE, P card, TEM, Banner, Business Objects (EDDIE)Results oriented with strong organizational and time management. Candidate will also have proficiency with common computer applications and ability to learn new programs, possess excellent interpersonal skills, strong oral and written communications skills, the ability to interact with a broad array of internal and external constituents, and the ability to concurrently manage multiple complex tasks. Candidate will also have awareness of, and sensitivity to, cultural and linguistic differences. Ability to provide strong customer service to diverse clients.

## SALARY AND APPOINTMENT INFORMATION

This is a full-time Civil Service Accounting Associate position appointed on a [12] month service basis. The expected start date is as soon as possible after the closing date. Salary is commensurate with experience and qualifications.

## APPLICATION PROCEDURES AND DEADLINE INFORMATION

Applications must be received by **April 14, 2022**. Apply for this position using the "Apply for Position" button below. If you have not applied before, you must create your candidate profile at <http://jobs.illinois.edu>. If you already have a profile, you will be redirected to that existing profile via email notification. To complete the application process:

Step 1) Submit the Staff Vacancy Application.

Step 2) Submit the Voluntary Self-Identification of Disability forms.

Step 3) Upload your cover letter, resume (months and years of employment must be included), and academic credentials (unofficial transcripts or diploma may be acceptable) and names/contact information for three professional references ***in a single PDF***. Academic credentials will be verified before hire.

In order to be considered as a transfer candidate, you must apply for this position using the “Apply for Position” button below. Applications not submitted through this website will not be considered. For further information about this specific position, please contact Jill Billerman at [jrandell@illinois.edu](mailto:jrandell@illinois.edu). For questions regarding the application process, please contact 217-333-2137.

University of Illinois faculty, staff and students are required to be fully vaccinated against COVID-19. If you are not able to receive the vaccine for medical or religious reasons, you may seek approval for an exemption in accordance with applicable University processes.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Convictions are not a bar to employment. As a qualifying federal contractor, the University of Illinois System [uses E-Verify](#) to verify [employment eligibility](#). The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit [Policy on Consideration of Sexual Misconduct in Prior Employment](#). University of Illinois faculty, staff and students are required to be fully vaccinated against COVID-19. If you are not able to receive the vaccine for medical or religious reasons, you may seek approval for an exemption in accordance with applicable University processes