

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN
Illinois Fire Service Institute

Business Operations Coordinator

POSITION ANNOUNCEMENT

Function:

Direct and review completion of human resource, financial, budget and analytical reports for IFSI integrating Banner, SPARKEY, and other technology tools. Set goals and objectives for the Institute and establish functional processes and procedures to support timely and relevant reports, analyses and other content to the Executive Team, Program Directors and other key team members.

Responsibilities:

- Serve as the primary advisor to the Director with authority for creating an ongoing analysis of business functional processing and procedures to include Institute management and performance reports for the Institute Director and senior management team
- Manage and direct the short- and long-range planning for the Institute's web-based Staff Resource Center
- Exercise professional judgment and discretion in preparing, reviewing and analyzing consolidated financial statements for delivery on the Institute's web-based Staff Resource Center
- Exercise professional judgment and discretion in preparing, reviewing and analyzing transactions related to the Institute's staffing resources including hiring, affirmative action, and diversity
- Assist the Director in the management of resources, determination of staff functions, and setting of operating policies associated with the Institute's business, human resources, administrative, and student support team
- Manage and direct the fiscal year-end closing process and ensure each new fiscal year is set up efficiently
- Provide authoritative, detailed professional and technical knowledge on financial analysis and technology tools, report generation, data collection systems, timetables, and related business operations
- Provide leadership and guidance in scheduling workloads, establishing clear deadlines and reporting objectives
- Participate in the selection, training, and supervision of support staff

Reporting Relationship:

The position reports directly to the Director of IFSI, who reports to the Vice Chancellor for Academic Affairs and Provost.

Required Education:

- Baccalaureate degree in Accounting, Finance, or other business discipline

Experience:

- Extensive experience in managing both business and human resource operations
- Minimum five years experience in fiscal oversight, business reporting, and/or financial analysis
- Experience in performing various business operations duties including new hire processing, accounting, payroll, and other areas
- Experience supervising staff is a necessity
- Demonstrated record of performance, positive attitude, ability to lead and work well with others
- Must work accurately with details
- Must have a proven record of understanding and working with relational database

Illinois is an Affirmative Action/Equal Opportunity Employer and welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity.

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- Ability to work cooperatively in a team environment
- Must understand the coordination of human resources and business functions and its effect on financial resources
- Demonstrated effective communication and interpersonal skills
- Excellent problem-solving and decision-making ability

Preferred Additional Knowledge Requirements:

- Familiarity with MS Office, Banner and various University of Illinois software packages such as HR Front End, Hire Touch and TEM preferred
- Understanding of the University and Campus Rules, Regulations and Guidelines preferred

Salary is commensurate with experience.

This is a 100%-time, 12-month academic professional position with regular University benefits; start date as soon as possible after the closing of the search.

Application Process:

To ensure full consideration, please create your candidate profile at <http://jobs.illinois.edu> and upload your cover letter, resume, and the names and contact information of three professional references by May 9, 2013. Interviews may be conducted before the closing date, although no hiring decision will be made until after the search has closed. Please direct questions to Josh Schwenk at schwenk1@illinois.edu.