

**UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN**  
**Illinois Fire Service Institute**

**Business Operations Specialist**

**POSITION ANNOUNCEMENT**  
**Revised & Extended Search**

**Function:**

Under administrative direction of the Director of Budget and Resource Planning, the Operations Specialist provides support, both technical and administrative, to Business and Academic Support Services in the areas of reconciliation, payroll, human resources, finance, accounts receivable, and accounts payable.

**Responsibilities:**

- Work with the Business Operations Coordinator and the Director of Budget and Resource Planning to implement new programs and processes within the IFSI Business Office
- Process reconciliation of Banner financial transactions with IFSI's Sparkey shadow database
- Review and process employee travel vouchers in accordance with OBFS Policies and Procedures
- Process employee department time entry payroll in Banner
- Process internal journal vouchers as needed
- Procure, maintain, relocate, and assign various equipment for use with programs as requested by the Business Operations Coordinator
- Identify and evaluate resources and obtain information relevant to a specialized area
- Coordinate working relationships with peers and other appropriate University personnel to achieve defined goals and objectives
- Research, conceptualize, define and communicate ideas and issues; provide insight, recommend action, and pursue solutions to problems
- Provide administrative leadership in the absence of the Business Operations Coordinator
- Perform other tasks as may be necessary for the operation of the Business Operations Department

**Reporting Relationship:**

The position reports directly to the Business Operations Coordinator, who reports to the Director of Budget and Resource Planning, who reports to the Director of IFSI, who reports to the Provost.

**Required Education and Experience:**

- Baccalaureate degree in Accounting, Finance, Business Administration or field related to business
- Ability to work in office management in a political environment
- Ability to work in a highly visible, fast paced environment

**Additional Desired Qualifications:**

- Familiarity with University of Illinois policies and procedures
- Experience working with Banner Administrative, Finance, and Human Resources forms
- Familiarity with IFSI Programs, personnel, and procedures
- Knowledge of generally accepted accounting principles
- Demonstrated record of performance, positive attitude, ability to lead and work well with others
- Experience working in an environment supporting fire service or emergency management, preferred
- Ability to work with sensitive and confidential information

**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 date of the search.

*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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**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 September 16, 2011. 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 Nicole Billman at [nbillman@illinois.edu](mailto:nbillman@illinois.edu).