The School of Chemical Sciences (SCS) seeks a full-time (12-month) academic professional as Sponsored Research Business Analyst. This position reports to the Senior Business Analyst in the SCS Business Office and will manage financial and regulatory aspects of sponsored research grants, contracts and subcontracts for faculty investigators in a nationally recognized top-volume research environment for the Departments of Chemistry and Chemical & Biomolecular Engineering, exercising discretion, authority and independent decision-making.

Major Duties and Responsibilities
Counsel research faculty during the pre- and post-award process for externally-funded research projects. Formulate complex project budgets and interpret pertinent regulatory guidelines. Provide expenditure projections and forecast financial trends for faculty funding portfolios. Tailor financial management of funding portfolios based on knowledge of individual investigators’ specialized research fields. Advise faculty toward a recommended course of action on complex federal and private industry regulations.

Conduct analysis of faculty effort in accordance with regulatory compliance requirements. Advocate for faculty while representing the School and the University during negotiations with external funding agencies. Collaborate with inter-disciplinary researchers on campus and those at other institutions of higher learning and private foundations during both the application and award execution process. Establish professional rapport with departmental and central campus offices to facilitate effective and efficient business processes. Implement specialized internal financial systems. Develop other related systems for sponsored research management, as needed.

Qualifications
Required Education: Bachelor's degree, preferably in business, finance, or a related field. CRA Certification is preferred.

Required Experience: Minimum of 2 years’ experience in a complex business, academic, research or government environment, preferably at an institution of higher learning. Experience in accounting and auditing preferred.

Required Knowledge: Knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards (GAS); extensive knowledge of PC-based tools including Word, Excel and database applications.

Preferred Knowledge: Knowledge of sponsored program activity within a complex research environment and knowledge of University business procedures.

Required Qualities: Proven effective organizational, analytical and problem-solving skills, and demonstrated exceptional professional service skills; discretion in professional judgment; critical and analytical mindset; ability to take independent action and exercise individual authority based upon level of knowledge and professional experience; attention to detail; demonstrated ability to organize and prioritize; highly developed communication skills; proven ability to work in an integrated team; ability to develop and tailor other tools to effectively communicate ideas and analyze situations; and the ability to maintain confidentiality and to represent the School and University in a professional manner.

Salary and Start Date: Salary is commensurate with qualifications and experience. Start date is as soon as possible after closing date.

Application Procedures: For full consideration, please create your candidate profile at https://jobs.illinois.edu and upload your cover letter, resume, and contact information for three references by the closing date of April 30, 2014. Applicants may be interviewed before the closing date; however, no hiring decision will be made until after that date.

For further information/questions: Contact the SCS HR Office at scs_hr_office@illinois.edu or 217-300-1637.

Illinois is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, or status as a qualified individual with a disability. Illinois welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity (www.inclusiveillinois.illinois.edu).