The School of Chemical Sciences (SCS) seeks a full-time (12 month) academic professional as Self-Supporting Funds Business Analyst. This position reports to the SCS Business Office Director and is responsible for managing financial and regulatory aspects of self-supporting activities in a nationally recognized top-volume research environment for the School of Chemical Sciences, exercising discretion, authority and independent decision-making.

**Major Responsibilities**

- Counsel self-supporting facility directors during the charge rate review and establishment process for billable activities.
- Formulate complex enterprise budgets and interpret pertinent regulatory guidelines.
- Provide expenditure projections and forecast financial trends for funding portfolios.
- Provide financial status to SCS’s Service Facilities Committee as needed and at annual meetings.
- Tailor financial management of funding portfolios based on knowledge of individual service facility specialized billable activity fields.
- Advise facility directors and SCS management toward a recommended course of action on complex governmental costing regulations.
- Advocate for self-supporting facility directors while representing SCS and the University during negotiations with external campus audits as well as campus government costing groups.
- 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 self-supporting activity management, as needed.

**Requirements**

**Education:** Bachelor's degree

**Experience:** Minimum two years' experience in a complex business, academic, scientific or government environment required, preferably at an institution of higher learning. Experience in accounting and auditing preferred. Proven effective organizational, analytical and problem-solving skills, and demonstrated exceptional professional service skills are required.

**Qualities:** Exhibit 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; Ability to maintain confidentiality and to represent the School and University in a professional manner.

**Knowledge:** Extensive knowledge of PC-based tools including Word, Excel and database applications is essential. Knowledge of Generally Accepted Accounting Standards (GAAP) knowledge of self-supporting activity within a complex research environment, and knowledge of University business procedures are preferred.

**Salary:** Commensurate with qualifications and experience.

**Starting date:** As soon as possible after closing date.

**Closing date:** For full consideration, all application material (including cover letter, resume, 3 letters of reference) must be received by the closing date of June 29, 2012. Applicants may be interviewed before the closing date; however, no hiring decision will be made until after that date. Application: Create your U of I application and upload your cover letter and resume at https://jobs.illinois.edu. Online application will require names and contact information for three references. For further information/questions: email Cheryl Kappes at scs.apply@scs.uiuc.edu (217-333-5070).

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