Duties and Responsibilities

1. Assist in the area of gift funds, including creating and maintaining funds, reviewing gift fund transfers and other gift fund transactions on a routine basis, working with other departments, such as University Payables, Cashiering, Financial Aid and/or the University of Illinois Foundation to evaluate whether transactions were processed appropriately, reviewing student payment requests to ensure they are allowable per donor intent, working with the Foundation and other University Accounting staff to complete the annual donor intent review, and providing customer service assistance to units with gift funds on all three campuses. (25%)

2. Assist in the area of self-supporting funds, including creating and maintaining funds, reviewing and processing year-end fact sheets, performing self-supporting funds testing and analysis, and providing customer service assistance to units with self-supporting funds on all three campuses. (25%)

3. Analyze, review, and correct erroneous accounting transactions. (8%)

4. Compile and reconcile financial information required for the University’s annual unrelated business income tax return. (5%)

5. Prepare various schedules for inclusion in the University’s annual report as supplemental data (5%).

6. Assist with the investigation and resolution of various agency fund deficits. (5%).

7. Prepare Banner fund reconciliations, including various OBFS funds. Reconciliation involves complex analysis of recorded accounting activity, review appropriateness of transactions, communication with departmental fiscal officers and administrators to determine appropriate accounting treatment of transactions, and posting required correcting entries to appropriate records. (5%)

8. Prepare monthly reconciliations of various bank accounts, including follow-up and correction of reconciling items. (5%)

9. Develop reports and queries using a variety of technical tools to fulfill analytical review and reporting requirements, especially in the area of self-supporting, service plan, and agency funds (5%).

10. Assist with special projects, such as year-end data scrubbing, as assigned by University Accounting Services management. (5%)

11. Develop and complete reports to meet financial reporting needs and fulfill State, University, and other fiduciary and regulatory requirements. (2%)

12. Prepare Illinois and/or multiple foreign states sales tax returns, which includes preparation of returns, processing vouchers and ensuring timely delivery and payment to the State (2%).

13. Assist with the documentation of accounting procedures and business processes relevant to the university setting (1%).

14. Serve on OBFS committees/teams as assigned as a representative of University Accounting and Financial Reporting (e.g., UAFR Professional Development Implementation Team, etc.) (1%).

15. Perform other assigned duties appropriate for a Financial Accounting and Reporting Analyst. (1%)
Knowledge and Experience

1. Working knowledge of accounting principles.

2. Demonstrated analytical skills to perform complex financial analysis of business transactions.

3. Ability to produce complex financial reports and provide detailed information with accuracy and clarity.

4. Ability to propose policies/procedures that improve and/or maintain the effectiveness of daily financial operations.

5. Strong verbal and written communications skills to effectively present information and respond to requests for guidance and/or clarification.

6. Ability to address and resolve difficult and complex issues/problems; strong interpersonal skills to establish and maintain effective working relationships.

7. Ability to multi-task and produce accurate, detail-oriented work to meet stringent deadlines; creativity in problem-solving and exercising independent judgment and discretion.

8. Proficient computer skills including Microsoft Excel, Outlook, and Internet Explorer.

9. Proficiency in database, query and reporting tools (e.g., MS Access, Toad, etc.).