



Illinois Board of Higher Education

Assistant Fiscal Analyst

The Illinois Board of Higher Education (IBHE) is seeking a qualified Assistant Fiscal Analyst to join our staff in Springfield, Illinois. This position works directly with the Deputy Director for Fiscal Affairs & Budgeting as part of the team responsible for the development of the state's annual budget recommendations for higher education and related policy development. This position assists with grant management and development of mandated reports and special studies.

PRINCIPAL RESPONSIBILITIES:

- Assists in developing recommendations for state funding based on priorities of the Board of Higher Education, executive guidelines, legislative policies, core missions, and performance-based funding metrics.
- Assists in the development of mandated reports and specific studies.
- Analyzes budget requests for operations and capital projects from public institutions of higher education and the state agencies that support higher education.
- Monitors appropriations and expenditures, special legislative projects, and higher education finance policies.
- Participates in cross-departmental, collaborative data management and reporting projects.
- Assists with reviewing and coordinating administration of grant programs.
- Communicates with public universities, higher education agencies, and other stakeholders regarding data collection and analysis.

EDUCATION AND EXPERIENCE REQUIRED:

- Bachelor's degree required with a major in finance, accounting, economics, business administration, public administration, or related discipline. Prefer post-baccalaureate degree or certificate.

DESIRED SKILLS AND TRAITS:

- Ability to analyze data and information, draw conclusions, and make recommendations
- Ability to effectively communicate orally and in writing with staff and stakeholders
- Strong project management, time management, and presentation skills
- Ability to work collaboratively and independently
- Proficiency with Microsoft Office Excel spreadsheets

For full consideration, submit (1) a cover letter that clearly describes how you meet the qualifications, (2) your history of work experience and your education, and (3) at least three professional references including names, professional titles, and current phone numbers.

All application materials should be submitted by 5 p.m. on Tuesday, February 27, 2018 to:

Karen Helland, Illinois Board of Higher Education
1 N. Old State Capitol Plaza, Suite #333, Springfield, IL 62701
helland@ibhe.org

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