



Job Posting for Assistant Budget Officer

IBHE has been supporting higher education in Illinois for more than 50 years. We are a dedicated team of professionals, overseen by a Board appointed by the Governor, who are working for a strong, equitable higher education system, which we believe is essential for the state to thrive. We work with leaders in colleges, universities, state and federal government agencies, governors, legislators, and other entities to strategically further this mission.

IBHE is currently developing a statewide strategic plan for higher education that will help fulfill the Board vision that: Illinois has an equitable, accessible, innovative, nimble, and aligned higher education ecosystem that ensures individual, families, and communities across the state can thrive. The Board has identified three priorities to be achieved over the next 10 years:

- Increase postsecondary credential/degree attainment and develop the talent to drive Illinois' economy
- Close equity gaps for students who have been left behind by the current higher education system
- Improve affordability, increase access, and manage costs

We are looking for an Assistant Budget Officer to play a leadership role in managing the agency's financial functions and helping to contribute to the implementation of the new higher education strategic plan.

In this hands-on role the successful candidate will be reporting to the Chief Budget Officer, and be responsible for accounting, contracting, grants accounting, procurement and serve as a valued and trusted partner to the team. The Assistant Budget Officer serves as the primary liaison to the state Comptroller's Office for fiscal matters. As the agency is transitioning to the state's SAP accounting system, the Assistant Budget Officer will participate in the system design and transition, in partnership with the state's Department of Innovation and Technology (DoIT).

The ideal candidate will be passionate about public service and education, bring experience in the accounting, contracting, and procurement procedures and systems of Illinois state government, be willing to work hands-on, and will demonstrate an ability to recommend efficient processes and procedures. The successful candidate will be a supportive colleague, reinforcing a strong team-focused culture, and be intellectually curious, committed to continuous learning and growing. The successful candidate will have a history of ethical behavior.

We are working remotely during the pandemic with plans for flexible remote work policies in the future. The IBHE office is in Springfield, but there is some flexibility in where the successful candidate is located.

Salary is commensurate with experience. We offer the state's competitive employee benefits package.

Education and Experience:

- Bachelor's degree in Accounting, Finance, or other related discipline and three years related accounting experience or equivalent.
- Strong preference for experience with Illinois state government financial policies, procedures, and systems.
- Experience with SAP accounting system is a plus.
- Demonstrated leadership in financial operations or services organization.

Minimum Knowledge, Skills, and Abilities:

- Commitment to public service and education
- Excellent interpersonal skills, with a strong focus on collaboration and teamwork
- Strong organizational skills
- Excellent analytical and problem-solving skills, with strong attention to detail and accuracy
- Excellent written and verbal communication skills
- Exercises good judgement and discretion
- Proficient in Microsoft Office Suite

For full consideration, submit (1) letter describing your interest in the role and how you meet the qualifications, (2) resume, and (3) at least three professional references including names, professional titles, and current emails and phone numbers.

Interviews will begin immediately and will be conducted virtually. For priority consideration, submit your materials by **February 10, 2021** by e-mail to:

Karen Helland
helland@ibhe.org

We are committed to a diverse and inclusive workforce by ensuring all our staff work in an environment of openness and acceptance. We strive to foster a community where people of all backgrounds, identities, and perspectives can feel secure and welcome. We also value the well-being of each of our employees and are dedicated to creating a healthy place to work, learn and live. As an Equal Opportunity Employer, we strongly encourage veterans, individuals with disabilities, women, and minorities to apply.