

## TEST WORKFLOW 1 - Specialist - Department XYZ

<b>Employee Group</b>	Civil Service	<b>Position Number</b>	UA1234
<b>Reason for Job Description</b>	Replacement	<b>Exemption Number</b>	
<b>Org Code</b>	999000	<b>Position Class Code</b>	5000C
<b>Organization Name</b>	Department XYZ	<b>Classification</b>	Accounting Associate

**Exemption Category:** ( )36e(2) ( )36e(3) ( )36e(4) ( x ) Civil Service  
Institution or Agency : UNIVERSITY OF ILLINOIS  
HireTouch JobID: 102933

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**Title:** TEST WORKFLOW 1 - Financial Specialist - Department XYZ

**Primary Position Function/Summary:** Oversee the business affairs and financial reporting aspects of the Department of XYZ providing timely, accurate, and meaningful financial information and advice to the Director.

### **Major Duties and Responsibilities:**

80% - Financial Management & Reporting:

Develops and provides financial plans and reports associated with the management and administration of the Office including expenditure spending reports and forecasts.

Produces and compiles reports, and summarizes and organizes information from a variety of sources for use in reports, brochures, and presentations, and publications.

Serves as financial liaison with College and campus units including financial matters including University Payables, the Purchasing Division, Grants and Contracts, and OSPRA. Ensures that financial and purchasing transactions are processed in a cost effective manner in compliance with university policies and procedures and utilization of appropriate funding source. Provides training and guidance for unit-based personnel on financial management including, but not limited to procurement activities, inventory and policy issues, and reconciliations.

Monitors the operating budget of the unit and manages budgetary control

Maintains all of unit's financial files, processes and reconciles all monthly fiscal reports. Ensures all unit compliance with university, state, and federal financial and administrative policies and procedures.

Oversees financial transactions providing final review that includes verification of the information, the availability of funds, and allowable costs regarding federal formula funds.

20% - Grants Preparation & Management:

Provides oversight and recommendations on appropriate grant budget preparation and management. Facilitates the grant proposal submission process, including budget-related pre-award and sub-award requirements.

Creates grant budgets and budget justifications according to federal regulations/cost principles.

Identifies errors and omissions and applies University policies regarding proposal routing, indirect costs, cost sharing, and salary administration.

### **Organizational Chart:**

Vice Chancellor for Academic Affairs and Provost  
Dean, College of ABC  
Associate Dean  
Specialist

### **Position Requirements and Qualifications:**

#### **Education:**

**Required:** Bachelor's degree in business administration, accounting, finance, or related field from an accredited institution of higher education required.

**Preferred:** Master's degree preferred.

#### **Experience:**

**Required:** Minimum of five years of progressive work experience including experience in accounting, budgeting or resource planning.

**Preferred:**

#### **Training, Licenses or Certifications:**

**Required:**

**Preferred:**

#### **Knowledge, Skills, and Abilities:**

**Required:** Proven track record of excellent customer service and be results-oriented with strong organizational and time management skills, and have the ability to meet tight deadlines and juggle multiple priorities. Excellent analytical and problem-solving skills and the ability to act independently and exercise sound judgment. Strong oral and written communication skills, interpersonal skills, and the ability to interact with a broad array of internal and external stakeholders. Experience with grant pre-award administration and federal agency grant processes and experience utilizing the UI Enterprise applications and business systems.

Preferred:

Is this a Security Sensitive or Protection of Minors position? (x) Yes ( ) No

Purchasing Authority of \$5,000 or more? (x) Yes ( ) No

Supervisory Authority of 20 or more? ( ) Yes (x) No

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**Upon receiving approval, print the Job Description, obtain signatures from the incumbent and supervisor and attach the signed Job Description to the HR FrontEnd transaction.**

**Department**

Signature:

Date:

**School/Department**

Signature:

Date:

**Dean/MAU Officer**

Signature:

Date:

**Illinois Human Resources**

Signature:

Date:

Incumbent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Incumbent Name: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Supervisor Name: \_\_\_\_\_