

Director of Budget, Financial Analysis, and Human  
Resources  
Northern Illinois University

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Posted Apr. 28, 2020, expired Aug. 28, 2020

<b>Job Title</b>	Director of Budget, Financial Analysis, and Human Resources
<b>Department</b>	Student Affairs
<b>Institution</b>	Northern Illinois University DeKalb, Illinois
<b>Date Posted</b>	Apr. 28, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Fiscal Services Finance/Investment Management Human Resources
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**Job Description**

**Primary Function**

This position holds primary responsibility for the management of budget operations, financial analysis, and human resources for the Division of Student Affairs. In this role, using well developed analytical and abstract reasoning skills, the Director provides comprehensive direction to divisional financial and human resource functions while administering coordination for the fiscal management of divisional auxiliaries including Holmes Student Center, Housing & Residential Services, Recreation & Wellness, and Campus Dining.

**Duties and Responsibilities (generally)**

The Director provides leadership for the Division's budgetary functions, prepares and analyzes financial statements, assures internal controls, oversees purchasing and payable processes, and

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develops procedures for necessary information systems. This position requires a high level of independent judgment and discretion in the establishment of long and short range goals, priorities, strategies, and compliance. Duties require an effective communicator with demonstrated interpersonal skills to interact with all levels in the University using excellent oral and written skills.

**Minimum Required Qualifications for this position**

1. Any one, or any combination, of the following types of preparation:

A. credit for college training leading to a major in accounting, business administration, finance, computer science, or closely related fields

B. progressively responsible experience that provided a knowledge of generally accepted principles, theories, and practices used in budgeting, accounting, and the analysis of fiscal operations that would assure the applicant's overall ability to undertake professional budgeting work.

Any combination of A and B must total 1.0 unit according to the following conversion rates:

o 120 semester hours (or a Bachelor's degree) of "A" = 1.0 unit

o 3 years of "B" = 0.67 unit\*

2. Six years of experience comparable to that described in 1B.

(Master's degree in accounting, business administration, finance, computer science, or closely related fields or registration as a Certified Public Accountant may be substituted for one year of experience.)

Combination examples would equate to:

Master's Degree/CPA in required field of study (see 1A above) + 5 years of experience (see 1B above)

- or -

Bachelor's Degree/120 hours in required field of study + 6 years of experience

- or -

9 years of experience + 40 credit hours in required field of study (transcripts must be uploaded)

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**



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