

Accounting Associate – Finance and Operations
University of Illinois Chicago

Direct Link: <https://www.AcademicKeys.com/r?job=239368>

Downloaded On: Jul. 16, 2024 8:20am

Posted Jul. 11, 2024, set to expire Nov. 10, 2024

Job Title Accounting Associate – Finance and Operations

Department The School of Theatre and Music

<https://theatreandmusic.uic.edu/>

Institution University of Illinois Chicago

Chicago, Illinois

Date Posted Jul. 11, 2024

Application Open Until Filled

Deadline

Position Start Date ASAP

Job Categories Professional Staff

Other Administrative Categories

Academic Field(s) Human Resources

Fiscal Services

Finance/Investment Management

Facilities/Maintenance/Transportation

Arts/Museum/Theater

Administrative Support/Services

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Apply By Email

Job Description

University of Illinois Chicago – School of Theatre and Music

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Accounting Associate – Finance and Operations

Start late August, 2024

The School of Theatre and Music at the University of Illinois Chicago (UIC) is seeking a full-time accounting associate to manage the finance and operational functions of the school. The accounting associate reports to the director of the school and is a key member of a mission driven staff who support a growing, diverse theatre and music program.

The Accounting Associate is responsible for performing financial and operational functions of the School of Theatre and Music including accounting and budgeting activities, specialized expense and income data analysis, preparation of supporting documentation and financial management reports, and interfacing with regulatory agencies to ensure compliance and adherence to university policies and procedures. The accounting associate is also responsible for operational functions such as managing program, faculty, and student grant related accounts, insurance, contracts, vendor agreements and payment processing, rental agreements, project approvals and financials, donation and earned income deposits, and biennial equipment inventory reporting. In addition, this position may support HR functions such as timesheet, payroll and HRFE processing. Finally, the accounting associate is responsible for maintaining confidential, sensitive, and complex materials within the School; and performs other related duties and participates in special projects as assigned.

Minimum qualifications include a bachelor's degree with a major in accountancy or a related field AND two (2) years of professional level accounting experience OR possession of current registration as a Certified Public Accountant (CPA), Certified Management Accountant, or a valid license to practice Public Accounting (LPA), OR master's degree in accountancy or a related field. Preferred qualifications include familiarity with the arts, two years of finance experience in an academic or creative setting, and proficiency with university accounting and financial policies, procedures, and systems: Banner, EDDIE, ViewDirect, P-Card Solution, TEM, Web Intelligence, iBuy, FM Web and/or similar systems.

The Accounting Associate (Finance and Operations) is a full-time staff position with a salary from the mid- to high- \$50,000s as well as benefits and paid holidays. Working some evening and weekend events is required.

Applications will be accepted until 5PM, July 23, 2024 or until the position is filled. Submit a CV or resumé, a cover letter that describes interest and experience, and names and contact information for three references to the UIC Job Board

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Questions can be directed to Amy Sinclair (asincl3@uic.edu).

About the School of Theatre and Music: STM provides innovative, rigorous, and comprehensive academic and performance programs to a highly diverse student body. One of four units in the College of Architecture, Design, and the Arts, STM enrolls over 200 undergraduate students in eight music and theatre degree programs. The faculty consists of about 30 full-time faculty and about 40 part-time faculty performing artists and scholars. For more information, go to theatreandmusic.uic.edu.

About the University of Illinois Chicago: UIC is among the nation's preeminent urban public research universities, a Carnegie RU/VH research institution, and the largest university in Chicago. UIC serves over 34,000 students, comprising one of the most diverse student bodies in the nation and is designated as a Minority Serving Institution (MSI), an Asian American and Native American Pacific Islander Serving Institution (AANAPSI) and a Hispanic Serving Institution (HSI). Through its 16 colleges, UIC produces nationally and internationally recognized multidisciplinary academic programs in concert with civic, corporate and community partners worldwide, including a full complement of health sciences colleges. By emphasizing cutting-edge and transformational research along with a commitment to the success of all students, UIC embodies the dynamic, vibrant and engaged urban university. Recent "Best Colleges" rankings published by U.S. News & World Report, found UIC climbed up in its rankings among top public schools in the nation and among all national universities. UIC has nearly 260,000 alumni, and is one of the largest employers in the city of Chicago.

The University of Illinois System is an equal opportunity employer, including but not limited to disability and/or veteran status, and complies with all applicable state and federal employment mandates. Please visit [Required Employment Notices and Posters](#) to view our non-discrimination statement and find additional information about required background checks, sexual harassment/misconduct disclosures, COVID-19 vaccination requirement, and employment eligibility review through E-Verify. The university provides accommodations to applicants and employees: [Request an Accommodation](#).

The University of Illinois at Chicago is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. The University of Illinois will conduct background checks on all job candidates upon acceptance of a contingent offer. Background checks will be performed in compliance with the Fair Credit Reporting Act.

EEO/AA Policy

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Contact Information

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

Contact Amy Sinclair
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University of Illinois Chicago – School of Theatre and Music
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Chicago, IL 60607

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