



Illinois Board of Higher Education

Fiscal Affairs Analyst

The Illinois Board of Higher Education (IBHE) is seeking a qualified 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 performs high level calculations and conducts or assists in a wide variety of financial studies.

PRINCIPAL RESPONSIBILITIES:

- Participates in cross-departmental, collaborative data management and reporting projects
- Communicates regularly with public universities, higher education agencies, and other stakeholders regarding data collection and analysis
- Analyzes budget requests for operations and capital projects from public institutions of higher education and the state agencies that support higher education
- Assists with 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

EDUCATION AND EXPERIENCE REQUIRED:

- Bachelor's degree required. Degree in finance, business administration, public administration, or related discipline. Master's degree or graduate work is desired.
- Experience in public sector administration preferred.

DESIRED SKILLS AND TRAITS:

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

For full consideration, submit (1) a letter of interest clearly describing how you meet the qualifications, (2) your chronological resume/work history depicting work experience and education that support your letter of interest and (3) at least 3 professional references including names, professional titles, and current phone numbers.

All application materials must be submitted by **5 p.m. on Tuesday, August 13, 2019** 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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