

UNIVERSITY OF ILLINOIS FOUNDATION



The University of Illinois Foundation is the official fundraising and private gift-receiving organization of the University of Illinois System. The University has earned a reputation as a world-class leader in research, teaching, and public engagement. The Foundation works closely with alumni and friends, faculty and staff, corporations and foundations, through campus development professionals to facilitate and create fundraising programs and opportunities that benefit the University.

The Foundation has an opening for an Accounting Specialist in the Accounting Department. Their primary responsibilities are to apply accounting principles and practices to professional accounting tasks within the functional area of investment accounting. This position performs a comprehensive analysis of all investment transactions and values. This position works closely with the Foundation's Investment Office to ensure the accuracy of investment reporting. The Foundation currently manages approximately \$2 billion in investment assets.

DUTIES AND RESPONSIBILITIES:

- Prepares accounting entries to record all investment transactions into the general ledger including the coding of complex items
- Updates investment market values in Innovest software
- Reconciles both book and market valuation of investments between the investment manager statements, the investment custodian, and the general ledger
- Reconciles cash movement between investment funds
- Records accrued investment income and expenses
- Assists in financial analysis procedures, including ensuring investment information is in compliance with US GAAP
- Plays an integral role in the preparation of annual financial statements and the annual external audit by preparing numerous complex investment schedules and assisting auditors in their testing of investment values
- Project management in areas of internal audit and enterprise risk management
- Performs other duties as assigned

MINIMUM QUALIFICATIONS:

- A bachelor's degree in accounting or business field is required
- Experience working in the area of investment accounting including knowledge of alternative investments
- Knowledge of principals of professional accounting and the ability to apply accounting theory to routine accounting problems
- Strong problem solving skills
- Strong written and verbal communication skills.
- Ability to work effectively with all constituents

PREFERRED QUALIFICATIONS:

- Public accounting/auditing experience
 - Certified Public Accountant
- Competitive benefit package and compensation commensurate with experience. Comprehensive background check including, but not limited to, a criminal conviction and credit check will be conducted.

APPLICATION DEADLINE: APRIL 10, 2018

Application Process: For full consideration, all candidates must complete an online application and create a profile at <https://jobs.uif.uillinois.edu> and upload a cover letter and résumé. Applicant interviews may begin before the closing date; however, no hiring decision will be made until after that date. For further information regarding application procedures, contact Foundation Human Resources at uifhrsearches@uif.uillinois.edu.

THE UNIVERSITY OF ILLINOIS FOUNDATION IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER