

Director of Data and Analytics (326)
Northern Illinois University

Direct Link: <https://www.AcademicKeys.com/r?job=207671>

Downloaded On: Oct. 3, 2023 12:00am

Posted Mar. 23, 2023, set to expire Dec. 7, 2023

Job Title	Director of Data and Analytics (326)
Department	Budget Office
Institution	Northern Illinois University DeKalb, Illinois
Date Posted	Mar. 23, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Financial Planning/Budget Management Research
Job Website	https://employment.niu.edu/postings/70219
Apply By Email	
Job Description	

Overview

Northern Illinois University is a world-class, research-focused public institution that attracts students from across Illinois, the country and the world and currently serves more than 15,600 students. NIU's vision is to be an engine for innovation to advance social mobility; promote personal, professional and intellectual growth; and transform the world through research, artistry, teaching and outreach. Our mission is to empower students through educational excellence and experiential learning as we pursue knowledge, share our research and artistry, and engage communities for the benefit of the region, state, nation and world.

The individual in this position works in association with other staff in the University Budget Office. The individual will work as part of a team focused on supporting the university through multi-year budgeting

Director of Data and Analytics (326) Northern Illinois University

Direct Link: <https://www.AcademicKeys.com/r?job=207671>

Downloaded On: Oct. 3, 2023 12:00am

Posted Mar. 23, 2023, set to expire Dec. 7, 2023

as well as state and federal mandated reporting. This position works under the Assistant Vice President for Budget and Financial Planning within the Division of Administration & Finance.

Position Summary

Reporting to the Assistant Vice President for Budget & Financial Planning (AVP), this position serves as the primary analytical support for the AVP and the Director of Financial Planning, especially as it relates to data management and analytics, budget reporting for internal and external constituents, and performance dashboard development and maintenance. The financial analysis, reporting, and research provided by this position will be used, directly and indirectly, to support the senior leadership of the University in making informed decisions and will satisfy reporting requirements to external bodies like the Illinois Board of Higher Education (IBHE). The position will collaborate with the AVP on the development of use cases and proposals to University leadership regarding the procurement and implementation of budget and data management and analysis systems.

Essential Duties and Responsibilities

Financial Analysis and Development

- Research and provide information about current and past year financial/budget performance and transactions, including budget-to-actuals variance reporting and research into specific financial transactions.
- Interface with partners across campus, including (Division of Information Technology (DoIT) ERP developers, Human Resources, Institutional Effectiveness to understand and improve data management and policy with the specific goal of enabling strategic decision-making.
- Create and deliver custom reports to Budget Office staff to assist with routine and special project-based financial analysis and management/policy decision-making.
- Develop tools and templates for use by campus partners. These tools may include items like formatted data reporting templates, ERP system queries, pro forma financial statements, and scenario-based projection models. Develop and provide documentation and training to assist campus partners with the use of these resources and tools.
- Create and maintain performance dashboards related to budget and financial planning for use across campus by a diversity of constituent groups.

Policy, Reporting, and Compliance

**Director of Data and Analytics (326)
Northern Illinois University**

Direct Link: <https://www.AcademicKeys.com/r?job=207671>

Downloaded On: Oct. 3, 2023 12:00am

Posted Mar. 23, 2023, set to expire Dec. 7, 2023

- Prepare and submit required external reports, including the State of Illinois RAMP report..
- Research and analyze financial and ERP system data to identify business problems, including transactional inefficiencies and training opportunities for departmental staff on budget and financial planning matters.
- Respond to auditor requests that concern budget or financial data matters.
- In coordination with other members of the Office of Budget & Financial Planning, assist with the planning and deployment of ERP-based budget management solutions and tools.

Perform Other Related Duties as Assigned

- Assist with budget operations including the processing of cost center information forms, execution of budget overrides, and creation/posting of budget journals.
- Serve on University committees, groups, and teams focused on data and analysis matters.
- Review and approve or reject campus requests for budget and financial report and ERP system access.

Minimum Required Qualifications (Civil Service)

1. Any one of the following totaling four (4) years (48 months) from the categories below:

A. 30 semester hours of college course work comparable to that in a field related to financial analysis/planning such as accounting, business administration, economics, finance, statistics, or a closely related field AND three (3) years (36 months) of work experience in developing financial or economic analyses, research designs, strategic plans, or data models

OR

B. 60 semester hours of college course work or an Associate's Degree in a field related to financial analysis/planning such as accounting, business administration, economics, finance, statistics, or a closely related field AND 2 years 6 months (30 months) of work experience in developing financial or economic analyses, research designs, strategic plans, or data models

OR

C. 90 semester hours of college course work comparable to that in a field related to financial analysis/planning such as accounting, business administration, economics, finance, statistics, or a closely related field AND two (2) years (24 months) of work experience in developing financial or

Director of Data and Analytics (326)
Northern Illinois University

Direct Link: <https://www.AcademicKeys.com/r?job=207671>

Downloaded On: Oct. 3, 2023 12:00am

Posted Mar. 23, 2023, set to expire Dec. 7, 2023

economic analyses, research designs, strategic plans, or data models

OR

D. 120 semester hours of college course work or a Bachelor's Degree in a field related to financial analysis/planning such as accounting, business administration, economics, finance, statistics, or a closely related field AND one (1) year (24 months) of work experience in developing financial or economic analyses, research designs, strategic plans, or data models

OR

E. Master's Degree in a field related to financial analysis/planning such as accounting, business administration, economics, finance, statistics, or a closely related field

OR

F. Four (4) years (48 months) of work experience in developing financial or economic analyses, research designs, strategic plans, or data models.

AND

2. Two (2) years (24 months) of professional level progressively responsible financial work experience, of which one (1) year (12 months) must have included supervisory or functional oversight experience.

Knowledge, Skills, and Abilities (KSAs) (Civil Service)

1. Knowledge of economic and accounting principles and practices, and the analysis and reporting of financial data.
2. Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules and the political process.
3. Knowledge of business management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
4. Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
5. Skill in written, oral and interpersonal communication.
6. Ability to self-start, manage multiple tasks and deadlines, and prioritize tasks and functions.
7. Ability to supervise lower-level workers and projects.

Director of Data and Analytics (326)
Northern Illinois University

Direct Link: <https://www.AcademicKeys.com/r?job=207671>

Downloaded On: Oct. 3, 2023 12:00am

Posted Mar. 23, 2023, set to expire Dec. 7, 2023

8. Ability to motivate, promote teamwork, lead, make decisions based on sound judgments.

Contact Information

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

Contact

,