

University of Illinois Chicago – School of Theatre and Music
Accounting Associate – Finance and Operations
Start ASAP

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 theatre and music program.

The Accounting Associate is responsible for performing finance and accounting operations for the school including accounting and budgeting activities, specialized expense and income analysis, and preparation of supporting documentation and financial management reports; as well as managing insurance, contracts, vendor agreements and payment processing, rental agreements, project approvals and financials, donation and earned income deposits, and biennial equipment inventory. In addition, the accounting associate may support HR functions such as timesheet, payroll and HRFE processing.

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.

Compensation is competitive/commensurate with experience/qualifications.

UIC is a Carnegie Research 1 university that enrolls over 34,000 students on a 240-acre site one mile west of Chicago's Loop. The School of Theatre and Music 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 about 100 undergraduate students in music programs and about 125 undergraduate students in theatre. The faculty consists of performing artists and scholars. There are about 30 full-time faculty and about 40 part-time faculty. The School offers coursework leading to a BA in Music, BA in Music Business, BM in Music Performance, BM in Jazz Studies, BFA in Acting, BA in Theatre and Performance, and BA in Theatre Design, Production, and Technology. For more information, go to theatreandmusic.uic.edu.

Applications will be accepted until 12/25/23, 5:00pm CST. Interested persons should submit a copy of their CV or resumé, a cover letter that describes interest and experience, and names and contact information for three references to the UIC Job Board:

<https://uic.csod.com/ux/ats/careersite/1/home/requisition/7732?c=uic>.

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

The University of Illinois at Chicago is an affirmative action, equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, protected veteran status, or status as an individual with a disability.