

BAA- Business Procurement Specialist

Carl R. Woese Institute for Genomic Biology

University of Illinois at Urbana-Champaign

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PRIMARY POSITION FUNCTION/SUMMARY:

Oversees the IGB Purchasing group including performing all purchasing functions and a variety of tasks for the efficient operation of the Carl R. Woese Institute for Genomic Biology Business office.

DUTIES AND RESPONSIBILITIES:

Purchasing Management - 45%

- Responsible for leading IGB Purchasing to achieve success and foster a culture of research and innovation.
- Lead and process all aspects of purchasing, such as Sole Sources, Contracts, Non-Conforming orders, and Vendor information utilizing iBuy, Banner, iCS, and various OBFS applications.
- Reviews, interprets, and makes suggestions for contractual documents, maintenance agreements, invoices, bids and quotes.
- Arranges special payments such as deposits, wire transfers, and foreign national payments.
- Assigns fabricated equipment account codes for the new fabricated research equipment including coordinating entity codes with accounting.
- Initiates, manages and tracks numerous standing purchase orders with a large volume of invoices.
- Acts as the departmental purchasing liaison for faculty, staff, vendors, with UIUC Purchasing, Corporate Card Office, and relevant OBFS departments for timely procurement of equipment, goods, travel and services for the Institute for Genomic Biology.
- Assists staff with compliance, purchasing, and payment of special events.

Customer Service and training – 25%

- Serves as subject expert and resource for IGB staff for iBuy, Chrome River, TEM, expense reimbursement, and Banner questions.
- Review and facilitates resolution of customer, departmental, and vendor complaints.
- Leads and trains IGB purchasing employees. Provides procurement instructions and guidance to IGB faculty and staff.

Finance – 25%

- Shared responsibility of organization P-card reconciler.
- Shared responsibility of organization Ledger 3, Self-Supporting Fund management.

Other – 5%

- Performs other related duties as assigned in order to further the mission and goals of the IGB.

POSITION REQUIREMENTS AND QUALIFICATIONS:

Education:

Required: (Specialty factor) Bachelor's degree in business administration, management, accounting, finance, or a field related to the position.

Experience:

Required: (Specialty factor) Two (2) years of professional business, financial, and/or managerial work experience. Demonstrated experience in procurement and research administration operations in a university setting.

Preferred: 5 years of University of Illinois Procurement and/or finance experience with a working knowledge of Banner, View Direct (Document Direct), iBuy, P-Card, TEM, iCS. Extensive experience working with Principal Investigators, University Payables, Corporate Card Office, and University Purchasing. Experience with Priority Software BA4.

Knowledge, Skills, and Abilities:

This position requires a working knowledge of routine office practices and procedures, the ability to operate standard office equipment, the ability to maintain confidential files and records, the ability to make arithmetic calculations, and the ability to reconcile records. In addition, employee should be skilled in oral and written communication. Includes face-to-face contacts, telephone contact, written communication, and electronic communication with co-workers, students, and faculty/staff. Ability to work with persons of diverse backgrounds is extremely important as this position deals with faculty, staff, students, and visitors from many different cultures.

Environmental Demands:

Physical Demands: Work is performed in a shared office; nature of work is sedentary. Much of the work is performed on the computer. Position involves delivering time critical paperwork to other campus offices (e.g. to Purchasing, Corporate Card office, and various OBFS departments).

Other/Comments: This position involves a wide range of duties and maintains confidential files. Workload is fast-paced, with many interruptions from Institute faculty, staff, students, and others. This position has an impact on operations throughout the IGB that effect faculty members, graduate students, other employees, and visitors

SALARY AND APPOINTMENT INFORMATION

This is a full-time Civil Service classification position appointed on a [12]-month service basic. The expected start date is as soon as possible after the close of the search. Salary will be commensurate with experience.

To Apply:

Applications must be received by **November 24, 2021**. Apply for this position using the “Apply for Position” button below. If you have not applied before, you must create your candidate profile at <http://jobs.illinois.edu>. If you already have a profile, you will be redirected to that existing profile via email notification. To complete the application process:

Step 1) Submit the Staff Vacancy Application.

Step 2) Submit the Voluntary Self-Identification of Disability forms.

Step 3) Upload the following documents:

- cover letter
- resume (months and years of employment must be included)
- academic credentials (unofficial transcripts or copy of diploma may be acceptable) for all degrees attained (if you want to specifically spell out bachelor’s, master’s, and doctorate degrees here, you can)
- names/contact information for three references

In order to be considered as a transfer candidate, you must apply for this position using the “Apply for Position” button below. Applications not submitted through this website will not be considered. For further information about this specific position, contact Jacinda King at 217-244-2276. For questions about the application process, please contact 217-333-2137.

The University of Illinois is an Equal Opportunity, Affirmative Action employer that recruits and hires qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status. For more information, visit <http://go.illinois.edu/EEQ>.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. As a qualifying federal contractor, the University of Illinois System [uses E-Verify](#) to verify [employment eligibility](#). The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit [Policy on Consideration of Sexual Misconduct in Prior Employment](#).