

State Account Management Staff Assistant
University at Buffalo, The State University of New York

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Posted Aug. 15, 2023, set to expire Aug. 4, 2024

Job Title	State Account Management Staff Assistant
Department	Financial Management
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Aug. 15, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Finance/Investment Management
Job Website	https://www.ubjobs.buffalo.edu/postings/44547
Apply By Email	
Job Description	

Position Summary

The [Financial Management](#) department at the University at Buffalo is seeking a Staff Assistant who will be responsible for handling various financial related duties. In this position you will be responsible for:

- Reviewing/analyzing SUNY Chart of Accounts (Create New/Edit/Delete)
- Review State Accounts in local All Fund Chart of Accounts (Review and Edit internal coding (Examples -Entity, Campus Use Field))
- Monitor and distribute clear expenditures from Vacant Line Pool account
- Monitor and clear undistributed account for payroll postings and interest charges

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- Prepare Facilities union and overtime payroll journals
- Prepare campus personnel and non-personnel expenditure transfers and research posting inquiries
- Prepare and facilitate process of returned payroll checks
- Coordinate with departments to transfer SUNY central recharge expenditures and reconcile and report activity
- Load local allocation changes to SUNY system
- Monitor and record SUNY allocation changes to local reporting system
- Establish security for new capital accounts and process allocation changes
- Maintain and update procedures on functions as necessary
- Assist with special projects, ad hoc requests and seek out process improvement opportunities

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Bachelor's Degree
- Proficiency with Microsoft products, specifically Excel

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Preferred Qualifications

- 1 year of experience in an office setting
- Experience in dealing with customers at various levels

Contact Information

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

Contact

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