

Accounting Analyst, MGT Administration Operations
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=227348>

Downloaded On: May. 9, 2024 11:30am

Posted Dec. 12, 2023, set to expire Aug. 4, 2024

Job Title	Accounting Analyst, MGT Administration Operations
Department	MGT Administration Operations
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 12, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services
Job Website	https://www.ubjobs.buffalo.edu/postings/47012
Apply By Email	
Job Description	

Position Summary

The Accounting Analyst will be focused on providing financial coordination with a team of staff to support departments and offices within the [School of Management](#) at the University at Buffalo. This position performs a variety of financial assignments related to budgets, financial reporting, and approvals with a fair degree of autonomy. The role requires an ability to exercise professional judgement in performing tasks with considerable latitude for non-reviewed actions and shares in setting day-to-day and long-term work priorities and objectives. With general guidance from the Unit Business Officer, the successful candidate should be able to manage competing priorities, effectively manage time, and demonstrate a commitment to learning new skills as needed.

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Broad areas of responsibility may include, but are not limited to:

- Serve as a liaison between internal and external groups in areas of procurement, financial management, contracts, human resources, accounts payable, etc.
- Contributes to unit goals by accomplishing business related duties as required. Generate and share accurate budget and financial reports for daily, monthly, and yearly budgets for assigned units.
- Development of budget proposals.
- Act as a subject matter expert relative to direct areas of responsibility.
- Ensure internal controls are adhered to and recommend policy implementation and/or change as needed.
- Support implementation of University wide systems.

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 with a minimum 2 years' experience in financial management OR equivalent combination of education and experience will be considered.

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Preferred Qualifications

- Three (3) to five (5) years of significant accounting or fiscal management experience.
- Graduate degree
- Intermediate/expert Microsoft Excel, Word, Teams, and Visio

Contact Information

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

Contact

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