

Finance Manager, School of Management
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=228806>

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Posted Jan. 12, 2024, set to expire Aug. 4, 2024

Job Title	Finance Manager, School of Management
Department	MGT Administration Operations
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 12, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services Finance/Investment Management
Job Website	https://www.ubjobs.buffalo.edu/postings/47534
Apply By Email	
Job Description	

Position Summary

The [School of Management](#) at the University at Buffalo is searching for an innovative and collaborative Finance Manager to join our Administrative Operations team. Leading a team of staff, this position will be expected to manage a variety of financial responsibilities related to budgets, fees, policy compliance, financial reporting, and approvals with a fair degree of autonomy. This position requires an ability to exercise professional judgement and shares in setting day-to-day and long-term work priorities and objectives. The ability to navigate and have a comprehensive understanding of multiple funding sources is critical to the success of the person in this role.

With general guidance from the Unit Business Officer, the Finance Manager will need to be comfortable working with all levels of the organization, manage competing priorities, and demonstrate

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a commitment to learning new skills as needed.

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

- Act as a subject matter expert relative to direct areas of responsibility.
- Develop effective working relationships with internal and external groups in the areas of procurement, financial management, contracts, human resources, accounts payable, etc.
- Alignment of resources and revenue stream analysis.
- Generate and share accurate budget and financial reports for daily, monthly, and yearly budgets for assigned units.
- Creation of budget proposals.
- Ensure internal controls are adhered to and recommend policy implementation and/or change as needed.
- Process improvement.
- Support the 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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more 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.

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Minimum Qualifications

Bachelor's degree with 3 years of experience or master's degree or professional certification with 1 year of experience.

Preferred Qualifications

- Five (5) years 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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