

Travel and Expense Liaison  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=229938>

Downloaded On: May. 8, 2024 7:00am

Posted Feb. 1, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Travel and Expense Liaison
<b>Department</b>	Financial Management
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Feb. 1, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Fiscal Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/47868">https://www.ubjobs.buffalo.edu/postings/47868</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

#### Position Summary

The **Travel and Expense** unit within Financial Management at the University at Buffalo is seeking a Travel and Expense Liaison to play a key role in assisting the Director of Travel. In this position your responsibilities will be:

- Work closely to assist the Director on developing Concur initiatives including implementing new policies for new modules within the system to include (non-employees and PCard).
- Work with various auditors from different entities, including Internal Audit, on the multiple audit requests received throughout the year to provide timely information.
- Execute and be prepared to provide feedback monthly and weekly Concur reporting that

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will be distributed to each unit.

- Monitoring of the Business Travel Account (BTA) program which includes creating, monitoring, and monthly reconciliations of each account.
- Utilize various software systems to process, track, and monitor expenses while maintaining compliance and requirements.
- Complete various accounting procedures (IDL errors, ACH enrollments, RF supplier file creations)
- Prepare and provide Travel Policy and Concur training to all Concur users across the university.
- Assist in processing of Travel and Expense requests.

The university seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the diverse people of Buffalo, to maintain the excellence of the university and to offer our students richly varied disciplines, perspectives and ways of knowing and learning.

### **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.

As an Equal Opportunity / Affirmative Action employer, the University at Buffalo will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

### **Minimum Qualifications**

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- Bachelor's degree
- Proven ability to work in an environment controlled by federal, state, and/or institutional guidelines
- Excellent communication (oral and written) and interpersonal skills
- Ability to work effectively in a team environment
- Proficient in Microsoft office software, particularly in Excel and Word

**Preferred Qualifications**

- A growth mindset who takes an interest in projects and programs in order to better understand and anticipate team needs
- Independent and thoughtful worker
- Comprehends UB and higher education culture
- Discrete and respects confidentiality
- Anticipates workload/projects and responds proactively
- Detail orientated

**Contact Information**

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

**Contact**

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