

Staff Assistant, Accounting
University at Buffalo, The State University of New York

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

Job Title	Staff Assistant, Accounting
Department	Educational Opportunity Center
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 12, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Fiscal Services
Job Website	https://www.ubjobs.buffalo.edu/postings/48055
Apply By Email	
Job Description	

Position Summary

The Staff Assistant, Accounting will be responsible for supporting the day to day, monthly and year end operations of the finance division within the Buffalo [Educational Opportunity Center \(BEOC\)](#), including developing the budget/financial plan, financial analysis, program budget preparation and monitoring, and expenditure tracking for all BEOC funding sources.

Responsibilities also include, but are not limited to the following:

- Recommend solutions, resolve short and long term operational transactional issues.
- Support in maintaining necessary internal controls, conducting reviews and other duties as assigned to ensure the strategic objectives of the department are achieved.

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- Support the other administrative services functions including human resources, facilities and procurement when required.
- Support the planning and preparation of departmental budgets.
- Monitor expenditures against procurement spend budgets.
- Develop and maintain a high level of proficiency as a user in the EOC financial systems, i.e.: SIRI, ShopBlue, etc.
- Oversee account, procurement card and other data reconciliations and analysis as assigned.
- Provide full accounts payable support, including review and voucher of invoices for payment, verification of expense coding, verification of proper approvals and supporting documentation.
- Support the development of functional unit budgets and program budgets relative to State, University at Buffalo Foundation (UBF), and Research Foundation (RF) funded projects.
- Complete journal transactions, budget revisions, and reconcile all accounts and departmental expenditures against University and SUNY financial reporting systems.
- Collaborate and develop internal Administrative Services forms with the Director to improve workflow and promote a seamless environment for students, faculty, and staff as necessary.

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 Buffalo Educational Opportunity Center The Buffalo Educational Opportunity Center (BEOC), an adult education enterprise, of the State University of New York, University Center for Academic and Workforce Development (UCAWD), with an annual enrollment of 1,940 students, is seeking applications for a Staff Assistant, Accounting, SL-2. The mission of BEOC is to produce lifelong learners who are self-directed, empowered, and committed to excellence. Residents of the surrounding Buffalo community are provided a range of services designed to develop the academic and workforce development skills necessary to become self-sufficient. Programs and services are structured to adapt to the needs of our students — as well as to the demands of our community — and serve as first steps toward the attainment of long-term educational and employment skills. To learn more about the Buffalo Educational Opportunity Center, visit us online at <http://www.buffalo.edu/eoc.html>.

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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

- Associate degree
- Experience performing administrative tasks and working collaboratively.
- 2 years of professional experience in business, financial management, or a related field.
- Excellent organizational skills and ability to establish priorities and manage multiple demands and projects.
- Computer literate in Microsoft Office Suite, Outlook, and financial information systems.
- An equivalent combination of education and experience will be delivered.

Preferred Qualifications

- 3 Years of professional experience in business accounting, financial management or a related field.
- Background in a regulated public sector, adhering to multiple sets of rules, regulations and targets.
- Experience using Business Intelligence, SIRI, or other state financial management systems.
- Available to work occasional weekends and evenings.

Contact Information

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

Contact

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