

Internal Audit Administrator
University at Buffalo, The State University of New York

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Posted Feb. 28, 2024, set to expire Aug. 4, 2024

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| Job Title | Internal Audit Administrator |
| Department | Internal Audit |
| Institution | University at Buffalo, The State University of New York Buffalo, New York |
| Date Posted | Feb. 28, 2024 |
| 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/48759 |
| Apply By Email | |
| Job Description | |

Position Summary

The [Department of Internal Audit](#) at the University at Buffalo is seeking a full-time Internal Audit Administrator to provide departmental coverage on all aspects of the department and report directly to the Director of Internal Audit. In this position you will be responsible for:

- Provide direct support to Director of Internal Audit
- Support department administration
- Work on Audit Activities
- Communication and Reporting for the unit
- Oversee HR and budget items to include Travel

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In addition, this person will participate in training opportunities, and serve on various committees, as well as, conduct special projects as deemed necessary by their supervisor.

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
- Proficient in Microsoft Office
- Strong problem solving skills
- Excellent written and verbal communication skills

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

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- 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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