

Office Assistant I  
University at Buffalo, The State University of New York

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Posted Feb. 20, 2019, expired Jun. 22, 2019

<b>Job Title</b>	Office Assistant I
<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. 20, 2019
<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>	Administrative Support/Services
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**Job Description**

The Department of Financial Management within Business Services at the University at Buffalo is seeking an Office Assistant 1. This position is customer service oriented and will assist with daily Travel and Expense related activities to include (but not limited to):

- Review and audit expense reports
- Strong customer service skills to assist colleagues, employees, and supervisors with issues related to expense reporting and the Travel and Expense Reimbursement System
- Proactively manage communication (emails, phone calls); screening telephone inquiries, communicating messages, redirecting calls, and appropriately responding to urgent inquiries
- Acts as information source on departmental and organizational policies and procedures for Research and State funds
- Establish, update, and maintain, files and records (paper and electronic). Assist with managing a supplier file and reports. Organize data in formats to facilitate analysis and presentation.

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- Be a team player and support colleagues as needed; alignment and coordination with colleagues is essential.
- Other duties as assigned

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.

**Contact Information**

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

**Contact**