

Fiscal Coordinator
University at Buffalo, The State University of New York

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Posted Sep. 30, 2019, expired Jan. 30, 2020

Job Title	Fiscal Coordinator
Department	School of Social Work
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 30, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Fiscal Services
Apply Online Here	http://www.ubjobs.buffalo.edu/postings/21925

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Job Description

We are seeking a Fiscal Coordinator to:

- maintain fiscal information
- prepare budgets
- process payroll and expense forms
- provide support to participants and community partners
- coordinate continuing education fiscal activities in a manner consistent with fiscal procedures of the School and University
- develop new and evaluates existing systems to support better analysis, smoother processes, and more meaningful outcomes
- generate qualitative and quantitative data and trend analysis in support of the office's mission and vision.

About UB

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The University at Buffalo is SUNY's most comprehensive public research university, and an outstanding place to work. UB amplifies ambition for faculty and staff by offering endless possibilities to achieve more. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. Dedicated staff and engaged faculty collaborate to further knowledge and understanding, and develop tenacious graduates who are valued for their talents and their impact on global society. Visit our website to learn more about the [http://buffalo.edu/University at Buffalo](http://buffalo.edu/University%20at%20Buffalo).

Outstanding Benefits

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 <http://www.buffalo.edu/administrative-services/for-faculty-staff/benefits.research-foundation.html> benefit packages.

Contact Information

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

Contact