

Unit Business Officer, School of Management
University at Buffalo, The State University of New York

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Posted Nov. 5, 2019, set to expire Mar. 6, 2020

Job Title	Unit Business Officer, School of Management
Department	MGT Dean'S Office Administration
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 5, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services
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Job Description	

Position Summary

The School of Management Business Officer (UBO), reporting to the Dean, serves as the strategic partner providing leadership over budget and financial management, staffing, operations, stewardship and school accreditation. The UBO creates a vision and strategy that aligns with the Dean's and University's goals that drives decision making and problem resolution within the school.

- Strategic business partner for budget and financial management. In this role, the UBO serves as the budgeting administrator for the school responsible for advancing financial and operational strategies; reporting, interpreting, and communicating accurate financial results; establishing and monitoring compliance with operational and capital budgets; serving as the primary risk manager and financial advisor for the school; overseeing the implementation and effectiveness of financial, information, and other control systems; ensuring compliance with contractual financial obligations; integrating and implementing financial strategies into organizational initiatives; and forecasting future revenue and

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expenditures to minimize financial risks.

- Strategic business partner for HR. In this role, the UBO is responsible for planning and influencing HR activities related to the school including workforce planning, recruiting new talent, performance management, compensation planning and development of employees and teams.
- Key member of the Dean's Senior Management team. In this role, the UBO is the central point of contact representing the Dean's initiatives and plans to both the university centralized services as well as departments within the School. Using expertise in organizational engagement, the UBO collaborates and builds consensus with departments on the School's direction and approach, participates in strategic thinking and long term planning initiatives, and interacts with the University's centralized services to ensure the School and University's vision are practiced and in alignment. In collaboration with the Dean, regularly review requirements for accreditation to ensure continued compliance and accreditation for the School.

Join our team:

About the School of Management

The profile and stature of the UB School of Management is on the rise. The school has been ranked by the Financial Times, Forbes, U.S. News & World Report, and The Wall Street Journal for the quality of its programs and the return on investment it provides its graduates. Along with healthcare and entrepreneurship, the UB School of Management has identified leadership as a strategic priority. The School's Center for Leadership and Organizational Effectiveness (<http://mgt.buffalo.edu/faculty/academic/resources/cloe>) serves to advance synergies between research and practice in organizational leadership through conferences and other events, leadership and organizational development programs, and connecting faculty and PhD students to organizations and executives in ways that advance both scholarship and application. The UB School of Management is recognized for its emphasis on real-world learning, community and economic impact, and the global perspective of its faculty, students and alumni. For more information about the UB School of Management, visit <http://mgt.buffalo.edu/about/mission-vision.html>.

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.

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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

We are particularly looking for candidates who can operate effectively in a diverse community of faculty and staff and share our vision of helping all constituents reach their full potential. Successful candidates will have a bachelor's degree in a relevant field from an accredited institution. A master's degree and/or CPA is preferred as well as five years progressively responsible experience managing and administering a successful business services program in a complex and distributed organization. Demonstrated experience leading change, designing business systems and processes, and engaging employees and customers in these activities is required.

Key attributes include accountability and judgment, communication, collaboration, leadership, and strategic thinking. The highest standards for personal and professional excellence and unquestionable integrity is a must.

Contact Information

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

Contact