

**Staff Accountant, Government Filings & Internal Controls
University at Buffalo, The State University of New York**

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Posted Nov. 25, 2020, set to expire Mar. 27, 2021

Job Title	Staff Accountant, Government Filings & Internal Controls
Department	U.B. Foundation
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 25, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Finance/Investment Management
Job Website	http://www.ubjobs.buffalo.edu/postings/27029

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Job Description

This position will provide accounting assistance as it relates to all tax and government filing needs of UBF and its affiliates. The successful candidate will be familiar with the application of non-profit accounting principles, as well as policies and procedures. Additionally, duties will include assisting in monitoring transaction compliance with established internal controls to identify problem areas and determine actions to improve operating effectiveness.

The Staff Accountant reports to the Senior Director of Financial Services for the University at Buffalo Foundation, Inc.

The University at Buffalo Foundation (UBF) plays a vital role in helping UB establish, enhance and expand its reputation as a leading public research university. As a private, independent organization, UBF assists in the acquisition of strategic assets, investing and providing resources, and providing a

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variety of services for the UB community.

Responsibilities for this position include:

GOVERNMENT AND TAX FILINGS - 45%

- Maintain working list of all filing requirements and deadlines
- Assure that all filing deadlines are met
- Prepare Form 990 and 990-T for all affiliated companies
- Coordinate and collect key information from other business office staff necessary to complete the Form 990 and 990-T
- Participate in regular calls with KPMG and senior level colleagues to discuss progress, issues, specific topics, involving subject matter experts as needed
- Work with KPMG to produce final Form 990 and 990-T
- Coordinate state UBIT filings
- File other forms, including but not limited to: 5227, CHAR500, 945, CGA filing, 1120

INTERNAL AUDIT AND REVIEWS - 30%

- Develop and maintain a program of monthly, quarterly, and annual internal audit steps
- Coordinate and perform internal audit steps
- Sample and review various transactions across business office, including cash receipts, journal entries, payroll, and accounts payable
- Document work performed
- Maintain communication with management regarding internal audit work

ENTERPRISE RISK MANAGEMENT - 15%

- Maintain risk register and top 10 analysis
- Maintain regular contact with management to assess current risks
- Work with management to identify emerging risks
- Coordinate deep dive of new risks and follow up on existing risks

OTHER ACCOUNTING ACTIVITY - 10%

- Perform functions as needed and assigned, such as reconciliations and general ledger maintenance

Contact Information



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Contact

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