

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

Direct Link: <https://www.AcademicKeys.com/r?job=195305>

Downloaded On: May. 30, 2023 10:32am

Posted Sep. 23, 2022, set to expire Aug. 4, 2023

Job Title	Unit Business Officer
Department	The University at Buffalo
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 23, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/37758
Apply By Email	
Job Description	

Position Summary

At the University at Buffalo, the **Unit 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;

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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 expenditures to minimize financial risks.

- Strategic business partner for HR, Facilities and Operations Administration. 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. As the facilities and operations administrator, the UBO coordinates the school's rehabs, moves and oversees facilities, space inventory and assignment.
- 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.

Learn more about us:

- School of Management – <https://management.buffalo.edu/>
- School of Engineering – <http://engineering.buffalo.edu/>

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UB's School of Management is a vibrant and inclusive community of big thinkers and even bigger doers. We work together to question and upend theories, lifting each other up and driving change. Because at the UB School of Management, ambition is a virtue, tenacity is a given, and discovery happens everywhere, from the classroom to the boardroom.

The School of Engineering and Applied Sciences has experienced unprecedented growth in recent years in almost all areas, making it hard to keep up the pace! Our tenure-track **faculty has grown to over 250**, and we are **graduating our largest class ever, with over 2,300 students** starting their professional journey with BS, MS and PhD degrees this May. Our research portfolio has also grown, and now totals over \$72 million in expenditures.

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.

With annual revenues that exceed \$1.2 billion from all sources, UB and its affiliated entities generate an estimated economic impact of \$1.7 billion annually in the state and region. The university's total workforce of almost 6,800 full-time equivalent employees makes it one of the region's largest employers. UB is also a leader and an active partner with the more than 20 public and private colleges and universities in the Buffalo Niagara region.

Buffalo: City of Good Neighbors

The Buffalo Niagara region is a major metropolitan area with a diverse blend of communities, each with its own distinct character. We are known for our welcoming nature and our spirited loyalty. Get past the snowy stereotype and you'll be captivated. You may never leave. [Visit our website to learn more about Buffalo-Niagara: Our Hometown.](#)

University at Buffalo is an affirmative action/equal opportunity employer and in keeping with our commitment, encourages women, minorities, persons with disabilities and veterans to apply.

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

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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

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