

Finance Manager, University Art Galleries
University at Buffalo, The State University of New York

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Posted Oct. 12, 2022, set to expire Aug. 4, 2023

Job Title	Finance Manager, University Art Galleries
Department	CAS Art Galleries
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 12, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Finance/Investment Management
Job Website	https://www.ubjobs.buffalo.edu/postings/38135
Apply By Email	
Job Description	

Position Summary

The [University Art Galleries](#) in the [College of Arts and Sciences](#) is seeking a **Finance Manager**. The Finance Manager serves as a strategic partner and advisor to the Director and may supervise or oversee activities of the support staff. You are responsible for financial management for UB Art Galleries (UB Anderson Gallery and UB CFA Gallery) and must ensure department finances are in accordance with State, University, Research Foundation (RF), UB Foundation and College of Arts and Sciences (CAS) guidelines, policies, and procedures.

As the Finance Manager you will:

- Manage department budgets – State, RF, and UBF accounts in consultation with the

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Director and College's financial team.

- Work with Director and appropriate staff on preparing exhibition/programming and special project budgets.
- Process all payments and reimbursements to the appropriate funding agency.
- Prepare post-exhibition/programming and special project expense summaries with gap analysis.
- Manage budgets for vendors and process reimbursements according to university policies.
- Manage revenue including receipt of donations and other funds from outside the university with assistance of the Tech. Assistant at UB Anderson Gallery.
- Assist Director and other gallery staff with contracts / agreements for independent contractors.

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](#).

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](#).

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

- Bachelor's degree required.
- Two years of administrative experience.
- Excellent oral, written and interpersonal skills required.
- Must be able to interact with a diverse constituency.

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- Computer experience in MS Office (Word, Excel, Access, Outlook).
- Must be able to manage competing priorities and demonstrate a commitment to learning new skills as needed.

Preferred Qualifications

- Museum or Gallery experience preferred.
- Financial management experience with departmental budgets and multiple funding sources.
- Experience with UB applications preferred (Shop Blue, eReq, HUB, SIRI etc.)

Contact Information

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

Contact

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