

Unit Finance Administrator, Offices of Medical Education
University at Buffalo, The State University of New York

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Posted Feb. 23, 2023, set to expire Sep. 28, 2023

Job Title	Unit Finance Administrator, Offices of Medical Education
Department	Jacobs School of Medicine and Biomedical Sciences
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 23, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Educational Services Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/40903

Apply By Email

Job Description

As a **Unit Finance Administrator**, you will administer the financial operations of the [Offices of Medical Education \(OME\)](#). This is an exciting opportunity to join the Jacobs School of Medicine and Biomedical Sciences and play an important role in managing cash flow, developing financial strategies, and forecasting financial trends for the OME.

In this position, you will:

- Oversee financial controls to assure that financial and budgetary information for OME is in compliance with accounting/budgetary concepts and University policy and procedure;
- Oversee medical student scholarships and awards in coordination with medical students

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- admissions and the medical school business office;
- Manage budgets for OME; consult with senior level managers regarding issues and concerns, especially those impacting administrative area operations;
 - Provide financial advice and counsel to the budget administrators for OME; prepare reports for review and analysis;
 - Approve financial documents and transactions for OME, as delegated, including human resources, payroll, and expenditure (including purchasing card and travel);
 - Review for compliance with policy and procedure as well as specific regulations and/or guidelines on restricted funds.

Salary Range: \$50,000 - \$55,000

Outstanding Benefits Package

Working at UBF 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 UBF 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](#).

As an Equal Opportunity / Affirmative Action employer, the University at Buffalo will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Contact Information

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

Contact



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