

State Account Management Staff Assistant  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=219699>

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Posted Aug. 15, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	State Account Management Staff Assistant
<b>Department</b>	Financial Management
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Aug. 15, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Finance/Investment Management
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/44547">https://www.ubjobs.buffalo.edu/postings/44547</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The [Financial Management](#) department at the University at Buffalo is seeking a Staff Assistant who will be responsible for handling various financial related duties. In this position you will be responsible for:

- Reviewing/analyzing SUNY Chart of Accounts (Create New/Edit/Delete)
- Review State Accounts in local All Fund Chart of Accounts (Review and Edit internal coding (Examples -Entity, Campus Use Field))
- Monitor and distribute clear expenditures from Vacant Line Pool account
- Monitor and clear undistributed account for payroll postings and interest charges

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- Prepare Facilities union and overtime payroll journals
- Prepare campus personnel and non-personnel expenditure transfers and research posting inquiries
- Prepare and facilitate process of returned payroll checks
- Coordinate with departments to transfer SUNY central recharge expenditures and reconcile and report activity
- Load local allocation changes to SUNY system
- Monitor and record SUNY allocation changes to local reporting system
- Establish security for new capital accounts and process allocation changes
- Maintain and update procedures on functions as necessary
- Assist with special projects, ad hoc requests and seek out process improvement opportunities

### **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
- Proficiency with Microsoft products, specifically Excel

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**Preferred Qualifications**

- 1 year of experience in an office setting
- Experience in dealing with customers at various levels

**Contact Information**

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

**Contact**

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