

Office Assistant 2, Financial Management
University at Buffalo, The State University of New York

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Posted Sep. 27, 2023, set to expire Aug. 4, 2024

Job Title	Office Assistant 2, Financial Management
Department	Financial Management
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 27, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/45512

Apply By Email

Job Description

The [Travel and Expense](#) unit within Financial Management at the University at Buffalo is seeking an Office Assist 2 Clerk to join the team and in this role you would be performing the following duties:

- Acting as first line of customer support for departments on travel and expense reimbursements.
- Answer questions either in person, by phone, or electronically which includes explaining and clarifying procedures.
- Review travel / expense reimbursements, invoices and receipts to prepare for payment as necessary for non-travel reimbursements.
- Utilize various software systems to process, track, and monitor expenses while maintaining compliance and requirements.
- Perform clerical processing and record maintenance activities.
- Be able to reference guidelines to include SUNY, RF, NYS, University a Buffalo, Accounts

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Payable or Travel policies.

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.

Contact Information

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

Contact