

Staff Assistant, Facilities Finance  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=223027>

Downloaded On: Jun. 20, 2024 8:12pm

Posted Oct. 6, 2023, set to expire Aug. 4, 2024

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|-----------------------------|---|
| <b>Job Title</b>            | Staff Assistant, Facilities Finance   |
| <b>Department</b>           | Facilities Finance  |
| <b>Institution</b>          | University at Buffalo, The State University of New York<br>Buffalo, New York                              |
| <b>Date Posted</b>          | Oct. 6, 2023  |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Classified Staff  |
| <b>Academic Field(s)</b>    | Facilities/Maintenance/Transportation   |
| <b>Job Website</b>          | <a href="https://www.ubjobs.buffalo.edu/postings/45690">https://www.ubjobs.buffalo.edu/postings/45690</a> |
| <b>Apply By Email</b>       |   |
| <b>Job Description</b>      |   |

#### Position Summary

The **Staff Assistant** is responsible for supporting the day-to-day, monthly, and year-end operations of the Finance Department within [University Facilities](#). This includes supporting short- and long-term planning and the formulation / implementation of policies and procedures.

Responsibilities include:

- Recommend solutions; resolve short and long term operational / transactional issues.
- Support in maintaining necessary internal controls, conducting reviews and other duties as assigned to ensure the strategic objectives of the department are achieved.
- Assist in the establishment, tracking and achievement of departmental key performance

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indicators.

- Support the planning and preparation of departmental budgets. This includes assisting in the creation of reports (including ad-hoc reports), trend analysis and variances in activity. Examples can include providing spend history by service type or vendor.
- Monitor expenditures against procurement spend budgets. Alert the Senior Staff Accountant (or others as necessary) of potential overages; make recommendations for remediation.
- Develop and maintain a high level of proficiency as a user in University Facilities financial systems (i.e. Maximo, SUNY systems).
- Oversee account, procurement card or other data reconciliations and analysis as assigned.
- Provide full accounts payable support, including review and voucher of invoices for payment, verification of expense coding, verification of proper approvals and supporting documentation.
- Respond to planned or unforeseen emerging issues / circumstances. Recommend solutions and resolve short and long term operational / transactional issues escalated from employees, audits, etc.
- Supervise staff member(s). This includes assigning / setting work priorities and objectives in accordance with established policies and procedures

### **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 UB**

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](#).

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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
- Experience performing administrative tasks or providing customer service
- Ability to work collaboratively
- Effective problem solving skills

A combination of education and experience or relevant military training may be considered in lieu of a Bachelor's degree on a year-for-year basis.

**Preferred Qualifications**

Experience with accounts payable processes

**Contact Information**

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

**Contact**