

Business Specialist
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=228801>

Downloaded On: Jun. 30, 2024 10:15am

Posted Jan. 12, 2024, set to expire Aug. 4, 2024

Job Title	Business Specialist
Department	MGT Administration Operations
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 12, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/47533
Apply By Email	
Job Description	

Position Summary

The [School of Management](#) at the University at Buffalo is looking to add a **Business Specialist** to our administrative operations team, focused on supporting business activities. We seek someone with excellent interpersonal skills and the ability to communicate effectively with personnel at all levels of the organization. Development of effective working relationships with groups inside the School as well as offices across campus is essential. Additionally, strong attention to detail, policy, process and procedure, and a working knowledge of general accounting principles are critical to the success of this role.

This position will provide a variety of business support functions to academic and administrative departments within the School of Management.

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Key areas of responsibility include:

- Expenditure tracking and budget review
- Purchasing support including the use of University issued credit card and coordination of payments to vendors
- Processing reimbursements to employees
- Policy compliance

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 with 2 years of experience.

Contact Information

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



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Contact

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