

Senior Finance Manager - Research  
University at Buffalo, The State University of New York

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Downloaded On: Jul. 18, 2024 10:22am

Posted Mar. 18, 2024, set to expire Aug. 4, 2024

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| <b>Job Title</b>            | Senior Finance Manager - Research   |
| <b>Department</b>           | Sponsored Research Administration   |
| <b>Institution</b>          | University at Buffalo, The State University of New York<br>Buffalo, New York                              |
| <b>Date Posted</b>          | Mar. 18, 2024   |
| <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/49196">https://www.ubjobs.buffalo.edu/postings/49196</a> |

**Apply By Email**

**Job Description**

Sponsored Research Administration (SRA) within the Vice President for [Research and Economic Development](#) division at the State University of New York at Buffalo is searching for **Senior Finance Managers**(SFM), reporting directly to the Director of Research Administration for various units. This role has primary responsibility for collaborating with Principal Investigators (PIs) to ensure the smooth financial management and oversight of a diverse funding portfolio. The incumbent will manage sponsored award portfolios for the college/school's PIs with responsibilities including post-award financial reconciliation, budget planning and projections, and timely processing of all post-award financial activity, including salary changes and appointments.

The SFM will be the first point of contact for all the PI's post-award financial needs and will collaborate with unit post-award colleagues and the central Office of Sponsored Projects to ensure the efficient processing and reconciliation of financial activities.

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### **Responsibilities include, but are not limited to, the following:**

- Manage a diverse and complex funding portfolio involving multiple sponsored award portfolios for the college/school's Principal Investigators.
- Formulate financial projections and revise award budgets as necessary.
- Analyze expenses and projected spending to maximize the use of available funds and ensure compliance with sponsor, university and Research Foundation requirements and policies.
- Assist with adhering to the specific reporting guidelines and requirements set by external sponsors, which include expectations for report format and content.
- Create internal financial reports and conduct meetings with faculty members to review their research portfolios effectively.
- Periodically review the effectiveness of the financial reporting process and meeting structure, adjusting as necessary to improve efficiency and communication.
- Serve as the liaison between PIs and various administrative units across UB, including central Office of Sponsored Projects.
- Actively engage in mentoring less experienced finance managers within the team, providing guidance and support in navigating complex financial scenarios.
- Serve as a key resource for all research administration staff, offering insights, guidance, and expertise in financial management, while utilizing system reporting tools.
- Collaborate with colleagues to address challenges and identify solutions, contributing to the overall effectiveness of the research management team.

### **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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more 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



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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**