

Finance Associate, Business and Entrepreneur
Partnerships
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=234478>

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Posted Apr. 11, 2024, set to expire Aug. 11, 2024

Job Title	Finance Associate, Business and Entrepreneur Partnerships
Department	Business and Entrepreneur Partnerships
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Apr. 11, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Finance/Investment Management
Job Website	https://www.ubjobs.buffalo.edu/postings/49583
Apply By Email	
Job Description	

The **Finance Associate** will provide administrative and financial support to the programs under the Office of [UB's Business and Entrepreneur Partnerships \(BEP\)](#). These programs serve to connect industry with university resources with the mission of creating economic impact across NYS.

The ideal candidate for this position will be a reliable and detail-oriented professional, with the ability to manage and prioritize diverse duties. You will be part of a team that helps support industry and startup growth and promotes collaboration in an inclusive environment. On the job training will be provided. This position will report to the Associate Director, Administration & Finance for BEP.

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Primary duties and responsibilities for this position include:

Financial Administration:

- Create and submit a wide variety of financial transactions across all funding sources. Assist with tracking expenditures.
- Prepare invoices and collect payments for services.

Procurement Administration:

- Own procurement process utilizing UB Business systems from initiation of purchases to payments and close out.
- Ensure compliance with procurement guidelines and rules.
- Work with finance team to ensure timely renewal of contracts and agreements.

General:

- Assist with student postings, HR paperwork and on-boarding.
- Assist with Travel and Expenses related transactions utilizing university business systems.
- Utilization of customer relation management system (CRM).
- Participate as a member of the Finance team to develop best practices and SOPs.
- Provide administrative support as need for departmental wide events and activities.

We welcome candidates whose experience has prepared them to contribute to our commitment to diversity and excellence. Women, minorities, individuals with disabilities and veterans are encouraged to apply. Please visit our [Careers](#) page to learn more about our department.

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,



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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](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Contact Information

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

Contact