

Financial Analyst, Jacobs School of Medicine and  
Biomedical Sciences  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=235742>

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Posted May 8, 2024, set to expire Sep. 7, 2024

<b>Job Title</b>	Financial Analyst, Jacobs School of Medicine and Biomedical Sciences
<b>Department</b>	Jacobs School of Medicine and Biomedical Sciences
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	May 8, 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/49975">https://www.ubjobs.buffalo.edu/postings/49975</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**Position Summary**

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The Vice President for Health Sciences (VPHS) and [Jacobs School of Medicine and Biomedical Sciences](#) is looking for a **Financial Analyst** who works under the strategic leadership of the Assistant Dean, Senior Director of Finance and Administration to provide support for budget planning and administration, financial reporting and analysis, account management, and strategic initiatives, among other duties. The Financial Analyst is an exciting opportunity to join a finance team that supports the Jacobs School, a large unit with 26 academic departments, 16 administrative units and support services offices and 17 affiliated clinical practice plans. The successful candidate will be analytical and have strong communication skills. They must be highly organized and detail oriented, with the ability to manage multiple priorities, and project deadlines.

**Primary responsibilities will include, but not be limited to:**

- Process financial transactions including budget allocations, faculty and department commitments, and expenditure transfers.
- Develop, document, and maintain policies and procedures for the resource allocation/commitment management process in the Jacobs School.
- Serve as the primary administrator for Axiom, the school's commitment management tool as it relates to maintaining internal Jacobs School financial commitments.
- Process budget revisions to fund faculty/staff lines and balance state operating accounts quarterly.
- Work collaboratively with the Associate Director for Financial Planning and Analysis on the development and management of department operating budgets, budgeting tools, IFR and RF fund balances, and UBF unfunds spending plans and reporting.
- Engage in various financial management functions including coordination of service centers and fee development, management of contracts and lease agreements, account reconciliation, chart of accounts, and internal controls and compliance.
- Review and manage research accounts that have expired and work to extend or close the accounts.
- Assist in the financial management and reporting of student tuition scholarships and fellowships.
- Assist in the management of service centers and work with departments on new and revised fee rates.
- Support operational excellence systems implementations and process improvements including but not limited to iLabs implementation, UPlan, Axiom, SIRI financial reporting, etc.
- Provide guidance to Department Administrators regarding account information, commitment management, and department transactions.

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### **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 to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

### **About the Jacobs School of Medicine and Biomedical Sciences**

Established in 1846, the Jacobs School of Medicine and Biomedical Sciences is a research-intensive institution that seeks to advance research and discovery to improve health for all. Our multidisciplinary research advances basic and clinical science; we translate those discoveries into clinical care that improves health in our communities. With our eyes on the future, we are increasing the number of students and trainees who pursue careers in research, biomedical science, and academic medicine.

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 experience or Master's Degree with no experience.
- Financial management experience and proficiency.
- Excellent oral/written communication and interpersonal skills with ability to interact professionally and positively with a diverse constituency.
- Must demonstrate adaptability and problem-solving skills.
- Demonstrated computer skills with MS Office.
- Must be customer-service focused and able to respond to stressful situations with diplomacy and tact.
- Must be able to manage competing priorities and demonstrate a commitment to learning new skills as needed.
- Possess a strong sense of accountability and be self-motivated.

### **The following are key competencies necessary of the role:**

- Ability to manage competing priorities
- Problem solving
- Attention to detail

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- Maintain high degree of confidentiality and good judgment.
- Intellectually curious
- Exceptional interpersonal skills

### **Preferred Qualifications**

- Degree with a concentration in business or related financial management area.
- Master's degree
- Higher education experience in a research University environment.
- Experience with departmental budgets and using excel and financial reporting systems to manage budgets (SIRI).
- Experience with SUNY policies and operations, preferably UB.

### **Contact Information**

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

### **Contact**