

Associate Director for Financial Planning and Analysis,
Jacobs School of Medicine and Biomedical Sciences
University at Buffalo, The State University of New York

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

Job Title	Associate Director for Financial Planning and Analysis, Jacobs School of Medicine and Biomedical Sciences
Department	Jacobs School of Medicine and Biomedical Sciences
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	May 8, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Finance/Investment Management
Job Website	https://www.ubjobs.buffalo.edu/postings/49979
Apply By Email	
Job Description	

Position Summary

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The Vice President for Health Sciences (VPHS) and [Jacobs School of Medicine and Biomedical Sciences](#) is looking for an **Associate Director for Financial Planning and Analysis** who works under the strategic leadership of the Assistant Dean, Senior Director for Finance and Administration to provide oversight of business practices, budget administration, forecasting, financial reporting and analysis, internal controls and compliance, special projects and account management, among other duties. The Associate Director for Financial Planning and Analysis is an exciting leadership opportunity and will assist with administering the budget and financial plan for the Jacobs School, a large unit with 26 academic departments, 16 administrative units and support services offices and 17 affiliated clinical practice plans.

In this role, you will serve as a key strategic partner in resource planning activities and initiatives to include collaborating with department finance leaders, coordinating operating budgets and spending plans, developing, and evaluating investment proposals, and tracking progress on investment outcomes.

Under the direction of the Assistant Dean, Senior Director for Finance and Administration, you will:

- Assist with the management of the School's Three-Year Plan and Annual Resource Planning Process (ARPP) submission for the VPHS and Jacobs School units.
- Assist with the strategic workforce planning efforts including position management, line funding, compensation planning, succession planning, and development of department workforce planning budgets.
- Manage the financial analysis and commitment management for the school's internal financial plan, oversee financial commitments and funds delivery, develop a cash management and forecasting model to optimize funds utilization.
- Serve as the primary administrator for Axiom, the school's commitment management tool as it relates to maintaining external Jacobs School financial commitments, and oversee the administration and management of all internal Jacobs School financial commitments.
- Develop revenue and expenditure forecasting models to analyze trends and outcomes related to the school's growth initiatives (examples: enrollment and tuition revenue planning, return on investment related to research growth, and funds flow models in support of strategic growth).
- Develop annual financial reports and budgetary surveys for national medical associations including the AAMC and LCME.
- Work cooperatively with department chairs and administrators, this position will play a key role in the development of departmental operating budgets, providing guidance to departments, and financial reporting on fund balances.
- Provide training to academic departments on budget development, strategy, monitoring, financial management, and other related topics to ensure compliance with university and SUNY policies

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and state and federal regulations. Responsible for organizing and planning monthly department administrator meetings.

- Responsible for managing the annual fee certification process and working with departments on new and revised fee rates.
- Analyze, monitor and report the spending and utilization of UB foundation accounts.
- Engage in financial management functions including coordination of service centers and fee development, management of contracts and lease agreements, account reconciliation, chart of accounts, and implementation of internal controls.
- Manage yearly audit with accounting firm which includes entries in Quickbooks.
- Ensure adherence to University and the Jacobs School policies and procedures and implement processes with a focus on efficiency and best practices. This will include collaborating with senior leadership in the Vice President for Health Sciences (VPHS) and the Jacobs School such as assistant/associate vice presidents, assistant/associate deans, as well as members of the operations teams.
- Supervision of staff in the Jacobs School Office of Finance responsible for financial planning and budget administration.

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.

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Minimum Qualifications

- Bachelor's Degree with 3 years experience or Master's Degree with 1 year experience
- Excellent oral/written communication and interpersonal skills required
- Must be able to interact professionally and positively with a diverse constituency
- Must demonstrate adaptability and problem-solving skills
- Must be customer-service focused and able to respond to stressful situations with diplomacy and tact
- Must demonstrate ability to exercise discretion and maintain confidentiality in carrying out responsibilities
- Demonstrated computer skills with MS Office
- Must be able to manage competing priorities and demonstrate a commitment to learning new skills as needed

The following are key competencies necessary of the role:

- Ability to manage competing priorities
- Problem solving
- Attention to detail
- Maintain high degree of confidentiality and good judgment
- Intellectually curious
- Exceptional interpersonal skills

Preferred Qualifications

- Degree with a concentration in Accounting or Finance or related financial management area
- CPA
- Supervisory, administrative, and financial management experience and proficiency.
- Higher education experience in a research University environment
- 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.

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Contact

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