

Manager, Finance & Procurement
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=236575>

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Posted May 24, 2024, set to expire Sep. 23, 2024

Job Title	Manager, Finance & Procurement
Department	VPAA Administrative Operations
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	May 24, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Fiscal Services Finance/Investment Management
Job Website	https://www.ubjobs.buffalo.edu/postings/50320
Apply By Email	
Job Description	

Position Summary

As the **Manager of Finance and Procurement** within the Academic Affairs Central Business Office, you will be responsible for overseeing and managing all financial and procurement activity for a robust academic support operation. You will work closely with the Academic Affairs Unit Business Officer (UBO) and Leadership across the unit on critical resource management matters with a strong focus on compliance and transparent reporting. In this role, you will work collaboratively to implement the unit priorities of the Vice Provost for Academic Affairs and support the development of financial strategies.

Key accountabilities and responsibilities:

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- Oversee financial and procurement transactions and workflow for the unit ensuring all transactions are within approved budgets.
- Maintain/audit all account spreadsheets including overseeing/approving transactions and reconciliations.
- Create reports and analyze financial data for resource planning purposes.
- Collaborate with and support the UBO and unit leadership to support strategic planning efforts.
- Advise unit leadership on resource management concerns.
- Communicate university policies and procedures to ensure compliance.
- Create, develop and communicate unit-level policies and procedures.

About Academic Affairs

We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. Academic Affairs serves a diverse constituency of patrons, and our employees, services and policies strive to honor and reflect this diversity. We encourage candidates who thrive in a welcoming multicultural environment to apply. Academic Affairs is a collaborative division of university support services and programs that shape and enhance the educational experience for all UB students, from first-time freshmen to seasoned PhD candidates. Our units uphold the University at Buffalo's commitment to academic excellence through program development and approval, assessment and program review, and stewardship of support services across undergraduate and graduate education. Under the leadership of the Vice Provost for Academic Affairs, our units empower students to avail themselves of the full array of research, education, engagement and cultural offerings that inspire deeper levels of intellectual discovery and further academic pursuit.

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 the great [benefits](#) the University at Buffalo has to offer.

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



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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 required with at least two (2) years of experience managing finances, procurement and budgets.
- Excellent oral, written and interpersonal communication skills.
- Ability to interact with a diverse constituency.
- Proficiency with Microsoft Office suite, including experience in Excel creating and maintaining spreadsheets and related formulas.

Preferred Qualifications

- 3-5 years of experience in finance and procurement within higher education.
- Familiarity with SUNY and NYS financial and purchasing rules as well as SUNY systems.
- Problem-solving skills and the ability to independently seek solutions and assistance when faced with challenges.
- Ability to be well organized, detail-oriented, flexible, possess a strong sense of accountability and be self-motivated.
- Ability to work independently, exhibit good judgment, and be able to effectively prioritize workload while ensuring multiple simultaneous projects are completed within expected deadlines.

Contact Information

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

Contact