

Accounts Receivable Reporting Coordinator, Sponsored
Projects Services
University at Buffalo, The State University of New York

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Posted May 29, 2024, set to expire Sep. 28, 2024

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| Job Title | Accounts Receivable Reporting Coordinator, Sponsored Projects Services |
| Department | Sponsored Projects Services |
| Institution | University at Buffalo, The State University of New York Buffalo, New York |
| Date Posted | May 29, 2024 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Coordinator |
| Academic Field(s) | Fiscal Services |
| Job Website | https://www.ubjobs.buffalo.edu/postings/50363 |

Apply By Email

Job Description

The [Department of Sponsored Projects Services](#) is seeking an **Accounts Receivable Reporting Coordinator**. Under the direction of the Sr. Accounts Receivable/ Reporting Coordinator, and in a team-oriented environment, the Accounts Receivable/Reporting Coordinator serves as the primary point of contact for billing, financial reporting, cash reconciliation, and collections of sponsored funded awards and maintains high standards of accuracy to ensure compliance with University, Research Foundation and sponsor specific requirements.

Primary Duties and Responsibilities include, but are not limited to:

- Provide top notch customer service to faculty in support of their sponsored awards.
- Reviews sponsored award terms and conditions to ensure proper account setup for billing and reporting requirements.



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- Timely and accurate submission of invoices to sponsors.
- Preparation and submission of financial reports in compliance with sponsor requirements.
- Cash management, including reconciliation of payments received, collection of unpaid invoices, and refunds to sponsors when needed.
- Closeout of sponsored awards to meet sponsor requirements.

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](#).

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