

Senior Staff Accountant, Facilities Finance
University at Buffalo, The State University of New York

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Posted Jul. 25, 2024, set to expire Nov. 23, 2024

Job Title	Senior Staff Accountant, Facilities Finance
Department	Facilities Finance
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jul. 25, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services
Job Website	https://www.ubjobs.buffalo.edu/postings/51757
Apply By Email	
Job Description	

Position Summary

Position will be responsible for supporting the Assistant Director and Director of Finance with the day-to-day, monthly, and year-end operations of the Accounting / Finance Department within [University Facilities](#). This includes supporting short and long term planning and the formulation / implementation of processes and procedures.

Responsibilities include but are not limited to:

- Provide leadership to a staff of two FTE responsible for payroll and billing functions. Ensure departmental actions and goals align with those of Facilities and the University. Provide development opportunities, coaching and recognition to staff. Manage performance programs

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and reviews; oversee monitoring of time and attendance. Ensure appropriate staffing levels and cross-training to provide uninterrupted services and achievement of KPI targets.

- Contribute to the coordination and monitoring of business operations and financial activities across all accounts. Assists in analyzing existing processes / procedures and implementing changes to increase the overall effectiveness of department financial operations. Help to create, monitor and update internal controls; ensuring compliance with policies and regulations. This includes the development and implementation of sample audits where appropriate.
- Assist the Assistant Director of Finance in managing a month-end and year-end checklist of all accounting activities to be completed, including manual entries, customer billing, collections, and payroll processing. This includes oversight and improvement of aged receivables and providing detailed overtime analysis for leadership to review.
- Support the development, review, and update of billing rates and expenditure recoveries. Work with the Facilities Customer Service and Operations teams on the billable work order process. This includes but is not limited to reviewing if work is appropriately designated as billable or non-billable, calculating and reviewing service rates, collecting appropriate documentation to support estimates, reviewing actual costs verses estimates, tracking and reporting of sales tax for non-exempt customers.
- Perform and oversee account reconciliations.
- Support the Assistant Director of Finance with the development and execution of a training program on key financial policies, procedures, and practices for new Facilities employees/supervisors as appropriate.
- Respond to planned or unforeseen emerging issues / circumstances. Recommend solutions and resolve short and long term operational / transactional issues escalated from employees, audits, etc.

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

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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](#).

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 in Business, Accounting, Finance or a related field.
- A minimum of three (3) years of experience working with account reconciliation, cost accounting, payroll, variance analysis, generally accepted accounting principles and internal control measures (i.e. Sarbanes Oxley compliance) is required.
- Strong interpersonal skills and the ability to streamline processes.
- Strong Microsoft Excel skills are mandatory.
- Sound analytical and problem-solving skills as well as the ability to work independently, manage multiple projects simultaneously and prioritize own work to meet deadlines.
- Candidate must be detail and process-oriented and can communicate information and respond to inquiries/requests with diplomacy and tact across all levels within the organization.
- Prior experience in proactively developing creative solutions to complex problems is essential.

Contact Information

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

Contact