

**Fiscal Coordinator**  
**University at Buffalo, The State University of New York**

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Posted Aug. 26, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Fiscal Coordinator
<b>Department</b>	BCSR Administration
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Aug. 26, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Fiscal Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/52387">https://www.ubjobs.buffalo.edu/postings/52387</a>

**Apply By Email**

**Job Description**

The Department of [SSW Research Projects](#) is seeking a Fiscal Coordinator.

**Key Responsibilities Include**

- Maintains fiscal information;
- prepares budgets;
- process payroll and expense forms;
- provides support to participants and community partners;
- coordinates continuing education fiscal activities in a manner consistent with fiscal procedures of the School and University;
- develops new and evaluates existing systems to support better analysis, smoother processes, and more meaningful outcomes;
- generates qualitative and quantitative data and trend analysis in support of the office's mission

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and vision.

### **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**

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