

Resource Management Officer, University Advancement
University at Buffalo, The State University of New York

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Posted Oct. 7, 2024, set to expire Aug. 4, 2025

Job Title	Resource Management Officer, University Advancement
Department	University Advancement
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 7, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Institutional Advancement
Job Website	https://www.ubjobs.buffalo.edu/postings/53322

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Job Description

Discover a rewarding career at the University at Buffalo, where you can contribute to a vibrant academic community and make a lasting impact! [University Advancement](#) has an exciting opportunity for a **Resource Management Officer**. Under the general supervision of the Senior Director of Resource Management, the Resource Management Officer is responsible for managing and recording the day-to-day financial transactions of the Division, including:

- **Coordinating Fiscal Activities:** Facilitate and streamline all fiscal processes to ensure smooth operations.
- **Monthly Reconciliation:** Maintain accuracy by reconciling accounts payable each month.
- **Policy Adherence:** Ensure compliance with University and State spending and procurement policies.
- **Compliance Facilitation:** Oversee compliance facilitation efforts, ensuring everything aligns with



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best practices and organizational procedures.



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As one of two resource management positions within the Finance Department, this role is uniquely positioned to spearhead compliance initiatives, leading your own projects and initiatives to enhance our Division's effectiveness. While you'll primarily support the Offices of Alumni Engagement, Annual Giving, and Donor and Alumni Communications, your expertise may also extend to other departments as needed.

If you're ready to make a meaningful impact and help drive our mission forward, we want to hear from you!

Division of University Advancement

At the University at Buffalo, our Division of University Advancement plays a pivotal role in advancing our mission. With a historic \$1 Billion Boldly Buffalo campaign recently concluded in June 2024, where more than 80,000 alumni and donors generously contributed, we're on the cusp of greatness. Our goal? To propel UB into the top 25 of national public research universities within the next decade. As part of our team, you'll build strong connections with alumni and donors worldwide, shaping the future of our institution. Join us and be part of a team that changes the world!

About the State University of New York at Buffalo

At the University at Buffalo (UB), we're more than just a university—we're a catalyst for innovation, discovery, and positive change. As a premier, research-intensive public institution, UB is committed to academic excellence and global impact. Our vibrant campus, home to over 31,000 students, consistently ranks among the world's most exceptional and affordable universities, attracting top talent from across the globe.

Here at UB, collaboration is our cornerstone. Students and faculty work hand in hand, driven by curiosity and a shared purpose: to create solutions that transform lives. From groundbreaking medical breakthroughs to cutting-edge technology, our community thrives on pushing boundaries. We're not just shaping the future; we're redefining it.

But we don't do it alone. Our 300,000 alumni and donors worldwide are integral to UB's success. Their generosity and engagement amplify student experiences and fuels our ascent toward the Top 25 of American public universities. Join us in this exciting journey, where every contribution makes a difference!

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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Contact Information

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

Contact

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