

**Business Operations Assistant**  
**University at Buffalo, The State University of New York**

Direct Link: <https://www.AcademicKeys.com/r?job=246900>

Downloaded On: Apr. 3, 2025 11:51am

Posted Oct. 10, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Business Operations Assistant
<b>Department</b>	VPAA Administrative Operations
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Oct. 10, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/53398">https://www.ubjobs.buffalo.edu/postings/53398</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### **Position Summary**

The University at Buffalo [Office of Academic Affairs](#) seeks to hire an experienced and highly responsible professional to serve as an **Business Operations Assistant**. This position manages critical financial, procurement and human resource related business activities for the unit. The Staff Assistant for Business Operations calls for a self-directed professional who exercises sound and independent judgment. This position reports to the Director of Human Resources/Business Operations, Academic Affairs.

### **Key accountabilities and responsibilities:**

- Financial Administration; create and submit a wide variety of financial transactions across all

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funding sources including; new account requests, Fee establishment requests and related reporting, budget revisions, payroll journal transfers, expenditure and revenue transfers, funds swaps, opening/closing and updating accounts. Create or update entity hierarchy requests, and provide assistance with annual budget planning and reporting. Responsible for spreadsheet maintenance, monitoring and account reconciliations.

- Procurement Administration; obtain quotes, submit various purchase or reimbursement requests, liaison with Procurement to ensure timely renewal of contracts, ensure adherence to and compliance with budget limitations and all required guidelines and policies.
- Personnel Administration; Responsible for personnel administration activities including recruitments, appointments and reappointments, permanent appointments, on-boarding new employees and providing assistance with annual workforce planning & reporting.

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. Visit our benefits website to learn 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

- Bachelors degree with one (1) year of responsible work experience and competencies in the following areas
  - Strong knowledge of Financial and/or account management practices and principles including budget creation and account reconciliation
  - Proficiency with Microsoft Office suite, specifically advanced knowledge of Outlook, Word, and Excel including experience creating and maintaining spreadsheets and related formulas.
  - Strong verbal, written and interpersonal communication skills. Ability to communicate clearly and respectfully with diverse populations.
  - Organized, detail-oriented, able to work independently and exhibit good judgment. Must be able to effectively prioritize workload while ensuring multiple simultaneous projects are completed within expected deadlines.

### Preferred Qualifications

- 3-5 years of experience in finance and procurement in higher education
- Familiarity with SUNY & 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.

### Contact Information



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

**Contact**

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