

Unit Business Officer, CIO  
University at Buffalo, The State University of New York

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Downloaded On: Jan. 26, 2025 6:30am

Posted Nov. 14, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Unit Business Officer, CIO
<b>Department</b>	CIO Finance
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Nov. 14, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Fiscal Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/54113">https://www.ubjobs.buffalo.edu/postings/54113</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The University at Buffalo seeks a strategic and visionary **Unit Business Officer (UBO)** to join our team. Reporting to the Chief Information Officer (CIO), the UBO will provide leadership in budget financial management, operations, and stewardship. This role involves spearheading change management initiatives as we transition staff to a new technology hub. The UBO will align their vision and strategy with the CIO's and the University's goals, driving decision-making and problem resolution within the CIO's unit.

- Strategic business partner for budget and financial management. In this role, the UBO serves as the budgeting administrator for the CIO area responsible for advancing financial and operational strategies; reporting, interpreting, and communicating accurate financial results; establishing and

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monitoring compliance with operational and capital budgets; serving as the primary risk manager and financial advisor for the CIO; overseeing the implementation and effectiveness of financial, information, and other control systems; ensuring compliance with contractual financial obligations; integrating and implementing financial strategies into organizational initiatives; and forecasting future revenue and expenditures to minimize financial risks.

- Strategic business partner for Facilities and Operations Administration. As the facilities and operations administrator, the UBO coordinates the CIO's rehabs, moves and oversees facilities, space inventory and assignment.
- Key member of the CIO's Senior Management team. In this role, the UBO is the central point of contact representing the CIO's initiatives and plans to both the university centralized services as well as departments within the CIO. Using expertise in organizational engagement, the UBO collaborates and builds consensus with departments on the CIO's direction and approach, participates in strategic thinking and long term planning initiatives, and interacts with the University's centralized services to ensure the CIO's and University's vision are practiced and in alignment.

**Additional Information:**

It is a great time to join **UB Information Technology (UBIT)**! Our staff are highly skilled and motivated to succeed and have cutting-edge training and technical resources at their disposal. For more information about UBIT visit our [website](#). All the duties and responsibilities listed above continue to occur in a 24x7 environment, therefore, working extended hours, holidays, or varied hours may be required.

*Learn more:*

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

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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### **Minimum Qualifications**

We are particularly looking for candidates who can operate effectively in a diverse community of faculty and staff and share our vision of helping all constituents reach their full potential.

Successful candidates will have:

- A bachelor's degree in a relevant field from an accredited institution.
- 5 years progressively responsible experience managing and administering a successful business services program in a complex and distributed organization.
- Demonstrated experience leading change, designing business systems and processes, and engaging employees and customers in these activities

Key attributes include accountability and judgment, change management, communication, collaboration, leadership, and strategic thinking. The highest standards for personal and professional excellence and unquestionable integrity is a must.

### **Preferred Qualifications**

- Master's degree and or CPA
- Experience In a higher education environment

### **Contact Information**

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

### **Contact**