

Assistant Athletic Director for Resource Management
University at Buffalo, The State University of New York

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Downloaded On: Jul. 5, 2025 4:10am

Posted Feb. 4, 2025, set to expire Aug. 4, 2025

Job Title	Assistant Athletic Director for Resource Management
Department	Intercollegiate Athletics
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 4, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Athletics and Recreation Services
Job Website	https://www.ubjobs.buffalo.edu/postings/55635
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Job Description	

Position Summary

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The University at Buffalo [Athletics department](#) is seeking an energetic, self-motivated candidate to join our team as an **Assistant Athletic Director for Resource Management**. As part of our team, the incumbent will provide high quality and timely assistance to Administration, Coaches and Staff to support resource management for the Division of Athletics.

Our ideal candidate has a wide range of applicable skills such as, effective interpersonal skills, proficient with Microsoft office and a strong attention to detail. In this role, you will need time management skills to be efficient at handling multiple tasks, possess knowledge accounting and budget with an understanding of New York State and NCAA rules and regulations.

Job Description:

- Assist the Senior Associate AD, Internal Operations with the preparation of the Intercollegiate Athletics annual budget, including revenue, workforce, and GIA projections.
- Assist the Senior Associate AD, Internal Operations with the annual resource management process including support of the campus wide budget system UPLAN and the Annual Resource Planning Process.
- Assist in the planning, accounting, tracking, evaluation and administration of student athlete GIA, APR and any other awards provided by intercollegiate athletics. .
- Assist the Senior Associate AD, Internal Operations with monitoring and updating the DOA entity hierarchy structure to support full utilization of campus financial reporting, business systems and tools.
- Support the annual NCAA Financial audit including creation of necessary schedules, documentation, and reconciliations.
- Assist with maintaining financial records ensuring compliance with Generally Accepted Accounting Principles (GAAP), university policies and procedures and NCAA Requirements to meet audit requirements.
- Assist with updates and coordination of distribution of monthly budget reports for all sports and administrative units.
- Develop annual/quarterly/monthly/weekly financial management reports to monitor major revenue streams and support the effective use of resources as well as assist the Senior Associate AD, Internal Operations with preparation of monthly budget presentations.
- Assist with the accounting duties for various sports and interdepartmental Athletics units, including but not limited to procurement/travel card reconciliation, personal employee reimbursements, and journal entries.
- Assist the Senior Associate AD, Internal Operations with coordination of major procurements and bid processes, including creation of bid specifications, project management and implementation.
- Track and monitor all Division of Athletics contracts to ensure timely renewal.

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- Track and monitor all capital project expenditures to ensure required funding is available.
- Coordinate the annual internal control and risk assessment process .
- Develop and support implementation of fiscal and business policies and procedures to ensure operational efficiency and compliance with federal, state, university, and NCAA requirements.

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.

Minimum Qualifications

- Bachelor's degree in accounting, sport management, business, or finance.
- 3 years experience working in accounting and business operations.
- Proficient with Microsoft365 products, with strong proficiency in Microsoft Excel
- Excellent oral communication and interpersonal skills with ability to work effectively with different stakeholders, including but not limited to senior leadership, administrators, coaches, and staff.
- Excellent organizational and time management skills with the ability to prioritize and manage multiple tasks time management skills
- Ability to work evenings and weekends a few times a year, as needed.
- Ability to operate independently and collaborate in a team environment.
- Work effectively in a fast-paced environment with multiple competing priorities.
- High discretion and professional judgement in handling confidential and sensitive information.

Preferred Qualifications

- MBA or master's degree in accounting or sport administration
- Advanced skills in Microsoft Excel and financial modeling tools

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- Financial management experience working in intercollegiate athletics or higher education setting
- Understanding of NCAA rules and regulations.

Contact Information

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

Contact

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