

Accountant III, Financial Management
University at Buffalo, The State University of New York

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Posted Feb. 18, 2025, set to expire Aug. 4, 2025

Job Title	Accountant III, Financial Management
Department	Financial Management
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 18, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Finance/Investment Management
Job Website	https://www.ubjobs.buffalo.edu/postings/55894

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Job Description

The Department of [Financial Management](#) within Business Services at the University at Buffalo is seeking an **Accountant**. In this role you will work directly with the Director of Non-Sponsored RF Accounting Group.

In this role you will be responsible for:

- Accounts Closeouts - Analyze RF Business System Account Closeout report by Item Type to determine when accounts can be closed
- RF Account Establishment - Establish all new RF Accounts with the RF Business System. Perform a comprehensive annual Account setup process at the beginning of each fiscal year.
- Participate in the establishment and development of the Annual RF Indirect Cost accounts
- Budget Transfers - Process budget transfers between accounts, funding financial commitments from master account. Analyze Abstract reports to ensure Budget Transfers are completed

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successfully.

- Royalty Process - Process Royalty payments to input AP payment into the RF Business System.
- Manage Non-Sponsored group email box - Maintain all items in the inbox by facilitating responses to inquiries (i.e. Budget Transfers, Accounts inquiries, etc.) in a timely manner.
- Cash Transfers - Process cash transfers in the RF Business System with prepared report.

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](#).

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