

Accountant III, Financial Management
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254069>

Downloaded On: Mar. 9, 2025 5:33pm

Posted Mar. 6, 2025, set to expire Mar. 17, 2025

Job Title	Accountant III, Financial Management
Department	
Institution	University at Buffalo Buffalo, New York
Date Posted	Mar. 6, 2025
Application Deadline	03/17/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Finance/Investment Management
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Job Description

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Accountant III, Financial Management

Position Information

Position Title: Accountant III, Financial Management

Classification Title: Accountant III (Non-exempt)

Department: Financial Management

Posting Link: <https://www.ubjobs.buffalo.edu/postings/56057>

Job Type: Full-Time

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Posting Detail Information

Position Summary

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 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.

Minimum Qualifications

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- A Bachelor's degree with 2 years experience or a combination of work experience and education.
- Basic knowledge of Microsoft Office Tools such as Outlook, Word, Excel and PowerPoint
- Strong written and oral communication skills.

Salary Range

\$49,500 - \$52,000

Special Instructions Summary

Is a background check required for this posting?

Yes

Contact Information

Contact's Name: Kelly Stich

Contact's Pronouns:

Contact's Title: Administrative Staff Assistant

Contact's Email: stcjh@buffalo.edu

Contact's Phone: 716-645-6074

Posting Dates

Posted: 02/17/2025

Deadline for Applicants: 03/17/2025

Date to be filled: 04/14/2025



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Contact Information

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

Contact

N/A

University at Buffalo

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