

## Post-Award Specialist University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254520>

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Posted Mar. 17, 2025, set to expire Jul. 15, 2025

|                             |   |
|-----------------------------|---|
| <b>Job Title</b>            | Post-Award Specialist   |
| <b>Department</b>           | Sponsored Projects Services   |
| <b>Institution</b>          | University at Buffalo<br>Buffalo, New York                            |
| <b>Date Posted</b>          | Mar. 17, 2025   |
| <b>Application Deadline</b> | 12/30/2025  |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Professional Staff  |
| <b>Academic Field(s)</b>    | Finance/Investment Management   |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/6082602">https://apptrkr.com/6082602</a> |

**Apply By Email**

**Job Description**

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**Post-Award Specialist**

### Position Information

**Position Title:** Post-Award Specialist

**Department:** Sponsored Research Administration

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/54948>

**Job Type:** Full-Time

### Posting Detail Information

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### Position Summary

**Sponsored Projects Services** (SPS) within the **Vice President for Research and Economic Development** division at the State University of New York at Buffalo is seeking a **Post-Award Specialist**. The Post-Award Specialist ensures accurate and compliant financial management of sponsored awards by reviewing research-related transactions, advising finance and award managers on allowable charges, overseeing approvals, assisting with reconciliations, and managing award closeouts. This role also provides guidance to Human Resources (HR) and financial transaction processors, supporting adherence to university policies and sponsor requirements.

### Responsibilities include, but are not limited to, the following:

- Review and approve sponsored project-related HR and financial transactions for accuracy, compliance, and allowability under award terms, sponsor guidelines, and university policies.
- Provide guidance and serve as a resource to finance/award managers and HR/financial processors on allowable research charges, helping them to be proactive with the PIs needs and minimize issues.
- Assist in maintaining accurate transaction records for audit purposes.
- Collaborate with finance/award managers and stakeholders to meet all financial obligations before award closeout.
- Stay informed of updates in sponsor guidelines and university policies, communicating relevant changes to award managers and stakeholders.
- Identify and implement opportunities to streamline transaction review and approval processes, enhancing efficiency and compliance.

### 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 applicants race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

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### Minimum Qualifications

- Bachelors degree in a relevant field such as business, finance, public administration, plus 2 years technical or administrative experience; or an equivalent combination of education and experience
- Attention to detail and ability to work with a high degree of accuracy
- Proficient in Microsoft Office tools
- Strong math skills
- Excellent customer service skills

### Salary Range

\$61,000 - \$66,000

### Special Instructions Summary

### Is a background check required for this posting?

No

### Contact Information

**Contact's Name:** Stacey Brown

**Contact's Pronouns:** she/her/hers

**Contact's Title:** HR Assistant

**Contact's Email:** [sabrown7@buffalo.edu](mailto:sabrown7@buffalo.edu)

**Contact's Phone:** 716-645-4492

### Posting Dates

**Posted:** 12/30/2024

**Deadline for Applicants:** Open Until Filled

**Date to be filled:**

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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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