

Human Resources/Finance Assistant
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254644>

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Posted Mar. 20, 2025, set to expire Jul. 17, 2025

Job Title	Human Resources/Finance Assistant
Department	Office of Graduate Medical Education
Institution	University at Buffalo Buffalo, New York
Date Posted	Mar. 20, 2025
Application Deadline	03/19/2026
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources Finance/Investment Management
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Job Description	

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Human Resources/Finance Assistant, Office of Graduate Medical Education

Position Information

Position Title: Human Resources/Finance Assistant, Office of Graduate Medical Education

Department: Graduate Medical Education Operations

Posting Link: <https://www.ubjobs.buffalo.edu/postings/56326>

Job Type: Full-Time

Human Resources/Finance Assistant University at Buffalo

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Posting Detail Information

Position Summary

The **Human Resources/Finance Assistant** provides essential support to the **Graduate Medical Education (GME)** Human Resources and Finance teams, aiding in financial record-keeping, data entry, and administrative processes. This role ensures accurate and timely processing of financial transactions, supports budget activities, and collaborates with internal and external stakeholders, including residency program directors/coordinators and university accounting departments. This role also provides assistance to HR functions, including data entry and record auditing.

The role requires precision, organizational skills, and attention to detail to uphold the integrity of financial operations and compliance with university and department procedures.

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

- Advanced proficiency in Windows and Microsoft Office Suite, particularly Excel.
- Strong communication, time management, and interpersonal skills.
- Excellent analytical and organizational abilities.
- A demonstrated interest in working with numbers and supporting people.

Preferred Qualifications

- Basic understanding of payroll processes, including labor costs, taxes, and employee benefits.
- Proactive, self-motivated, and detail-oriented approach to work.
- Familiarity with UB systems such as Accufund, SIRI, Concur, and ShopBlue is a plus.
- Bachelors degree in Accounting, Finance, or a related field, or at least two (2) years of relevant experience in a finance-related role.
- General knowledge of the General Ledger (GL).

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Salary Range

\$45,000 - \$50,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Melinda Camp

Contact's Pronouns:

Contact's Title: Contact Title GME HR Coordinator

Contact's Email: mcamp@buffalo.edu

Contact's Phone: 716-829-5076

Posting Dates

Posted: 03/19/2025

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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