

Financial Transaction Specialist, Sponsored Projects
Services
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=255585>

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Posted Apr. 9, 2025, set to expire Aug. 4, 2025

Job Title	Financial Transaction Specialist, Sponsored Projects Services
Department	
Institution	University at Buffalo Buffalo, New York
Date Posted	Apr. 9, 2025
Application Deadline	04/09/2026
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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Financial Transaction Specialist, Sponsored Projects Services

Position Information

Position Title: Financial Transaction Specialist, Sponsored Projects Services

Department: Sponsored Research Administration

Posting Link: <https://www.ubjobs.buffalo.edu/postings/56630>

Job Type: Full-Time

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Posting Detail Information

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 **Financial Transaction Specialist**. The Financial Transaction Specialist is responsible for facilitating reimbursements as well as handling the purchasing for Research Foundation funded sponsored awards within a university decanal unit.

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

- Facilitate and process payables in compliance with procurement policies and procedure for sponsored project related activities
- Submit and process transactions with the goal of becoming well-versed in UB systems and requirements
- Coordinate the workflow to ensure that transactions are entered accurately and with sufficient documentation
- Serve as liaison with university decanal unit, procurement, travel, and other administrative offices
- Assist in developing training materials on procurement and reimbursement transactions
- Identify and make recommendations for process improvements to enhance efficiency

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.

Minimum Qualifications

- Bachelors degree in a related field and 2 years related experience, or an equivalent combination

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of education and experience.

- Proficiency in various computer applications and software
- Attention to detail and accuracy in data entry and document preparation
- Ability to work independently on directed projects
- Strong interpersonal skills
- Strong math skills
- Excellent customer service skills

Salary Range

\$52,000 - \$58,955

Is a background check required for this posting?

No

Contact Information

Contact's Name: Stacey Brown

Contact's Pronouns: she/her

Contact's Title: HR Assistant

Contact's Email: sabrown7@buffalo.edu

Contact's Phone: 716-645-4492

Posting Dates

Posted: 04/09/2025

Deadline for Applicants: Open Until Filled

Date to be filled:

jeid-518407e6fa72e04eaeb80ab3399abd66

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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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