

Clerk I, Financial Management
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=256698>

Downloaded On: May. 9, 2025 5:44pm

Posted May 7, 2025, set to expire May 19, 2025

Job Title Clerk I, Financial Management
Department Financial Management
Institution University at Buffalo
Buffalo, New York

Date Posted May 7, 2025

Application Deadline 05/19/2025

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Fiscal Services
Administrative Support/Services

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Job Description

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Clerk I, Financial Management

Position Information

Position Title: Clerk I, Financial Management

Department: Financial Management

Posting Link: <https://www.ubjobs.buffalo.edu/postings/56941>

Job Type: Full-Time

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Posting Detail Information

Position Summary

The Accounts Payable unit within **Financial Management** at the University at Buffalo is seeking a **Clerk I** to join the team in this fast paced and detail oriented position. In this role you will responsible for the following duties:

- Act as first line of customer support for departments, buyers and vendors
- Answer questions either in person, by phone, or electronically which includes explaining and clarifying procedures
- Review purchase orders, reimbursements, invoices and receipts to prepare for payment as necessary
- Utilize various software systems to process, track, and monitor expenses while maintaining compliance and requirements
- Other duties as assigned within Business Services

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

Must be proficient in Microsoft Office Products and have strong customer service skills.

Preferred Qualifications

3 or more years of progressive clerical experience.

Physical Demands

Salary Range

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\$38,000 - \$40,000

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: stcih@buffalo.edu

Contact's Phone: 716-645-6074

Posting Dates

Posted: 05/05/2025

Deadline for Applicants: 05/19/2025

Date to be filled: 08/04/2025

jeid-a737530a64fb7443813754510f0db32d

Contact Information

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

Contact

N/A

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