

**Unit Business Officer
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=258369>

Downloaded On: Jun. 18, 2025 12:56am

Posted Jun. 17, 2025, set to expire Jul. 12, 2025

Job Title Unit Business Officer
Department Research and Economic Development
Institution University at Buffalo
Buffalo, New York

Date Posted Jun. 17, 2025

Application Deadline 07/12/2025
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Finance/Investment Management
Communications/Public Relations

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Job Description

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Unit Business Officer

Position Information

Position Title: Unit Business Officer

Department: Research and Economic Development

Posting Link: <https://www.ubjobs.buffalo.edu/postings/57418>

Job Type: Full-Time

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Posting Detail Information

Position Summary

At the University at Buffalo, the **Unit Business Officer (UBO) for the Vice President for [Research and Economic Development](#)(VPRED)**, serves as the strategic partner providing leadership over budget and financial management, staffing, business operations, and stewardship. The UBO develops and executes strategies that align with the Vice Presidents and Universitys goals that supports decision making and problem resolution within the unit.

- Strategic business partner for budget and financial management. In this role, the UBO serves as the budgeting administrator for the unit, responsible for advancing financial and operational strategies; reporting, interpreting, and communicating accurate financial results; establishing and monitoring compliance with operational and capital budgets; serving as the primary risk manager and financial advisor for the unit; overseeing the implementation and effectiveness of financial, information, and other control systems; ensuring compliance with contractual financial obligations; integrating and implementing financial strategies into organizational initiatives; and forecasting future revenue and expenditures to minimize financial risks.
- VPRED Centers and Institutes leader, working with unit heads on strategy, goal-setting, and day-to-day operations, as needed. Work with subject matter experts in VPRED Research Information Systems to oversee information systems procurement and management.
- Strategic business partner for HR and business operations. In this role, the UBO is responsible for planning and influencing HR activities related to the unit including workforce planning, recruiting new talent, performance management, and development of employees and teams. The UBO provides excellence leadership and strategic direction for business operations and operational excellence initiatives for the unit.
- Key member of the Vice Presidents senior management team. In this role, the UBO works to support the Vice Presidents initiatives and plans, participates in strategic thinking and long-term planning initiatives, and interacts with the Universitys centralized services to ensure unit policies and practices are aligned with the Universitys vision.

VPRED advances the universitys scholarly and economic enterprises by nurturing research endeavors and entrepreneurial pursuits within the institution and community, furthering UBs ambition to be recognized among the Top 25 public research universities in the nation.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy

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mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) is one of Americas leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

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

We are looking for candidates who can operate effectively in a diverse community of faculty and staff and share our vision of helping all constituents reach their full potential. Successful candidates will have a bachelors degree in a relevant field from an accredited institution and 5 years progressively more complex managerial experience. Demonstrated experience leading change, designing business systems and processes, and engaging employees and customers in these activities is required.

Key attributes include accountability and judgment, communication, collaboration, leadership, and strategic thinking. The highest standards for personal and professional excellence and unquestionable integrity is a must.

Preferred Qualifications

A masters degree and/or CPA is preferred.

Salary Range

Competitive

Special Instructions Summary

Finalists may be asked to provide contact information for references.

Is a background check required for this posting?

No

Contact Information

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Contact's Name: Elizabeth Cimasi

Contact's Pronouns: she/her/hers

Contact's Title: Director, Resource Management

Contact's Email: eacimasi@buffalo.edu

Contact's Phone: 716-645-0320

Posting Dates

Posted: 06/13/2025

Deadline for Applicants:

Date to be filled: 07/15/2025

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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