

Human Resources/Finance Assistant  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=259233>

Downloaded On: Jul. 12, 2025 7:19am

Posted Jul. 7, 2025, set to expire Aug. 4, 2025

**Job Title** Human Resources/Finance Assistant  
**Department** Office of Graduate Medical Education  
**Institution** University at Buffalo  
Buffalo, New York

**Date Posted** Jul. 7, 2025

**Application Deadline** 07/03/2026  
**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/57897>

**Job Type:** Full-Time

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### Posting Detail Information

#### Position Summary

The **Human Resources/Finance Assistant** provides basic 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. In this position, your primary responsibilities will include:

#### Finance and Accounting

- Learn to maintain and reconcile financial records across multiple GME accounts, including accounts payable/receivable, general ledger entries, and variance analysis using systems such as SIRI and Concur.
- Assist in the preparation and processing of financial transactions such as disbursements, deposits, travel reimbursements, and credit card expenses in accordance with university and UBF guidelines.
- Support budget and fund oversight by assisting with annual budget coordination, overseeing resident-related funds, and contributing to programs like dosimeter invoicing and equipment logistics.

#### Human Resources Support

- Provide assistance to HR functions, including entering and updating HR data in university systems
- Monitor and update key HR records, such as termination dates and visa expiration dates, as needed.
- Review various HR forms, including but not limited to I-9s, tax forms

#### Resident Professional Liability Insurance

- Learn to support the professional liability insurance process
- Oversee the application process for residents/fellows on offsite rotations not covered under current hospital policies.
- Communicate with program coordinators, residents, and credentialing agencies to verify

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professional liability eligibility and maintain accurate records.

The role requires strong attention to detail, organizational skills, and the ability to develop finance/HR skillset to uphold the integrity of financial operations and compliance with university and department procedures.

### ***Learn more:***

- 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**

- Familiarity with 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**

- Bachelors degree in Accounting, Finance, or a related field, or two or more years of relevant experience in a finance-related role
- Advanced proficiency in Microsoft Excel
- Basic understanding of payroll processes, including labor costs, taxes, and employee benefits.
- Familiarity with UB systems such as Accufund, SIRI, Concur, and ShopBlue is a plus.
- General knowledge of the General Ledger (GL).

### **Salary Range**

\$45,000 - \$55,000

### **Special Instructions Summary**

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

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No

**Contact Information**

**Contact's Name:** Melinda Camp

**Contact's Pronouns:**

**Contact's Title:** GME HR Coordinator

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

**Contact's Phone:** 716-829-5076

**Posting Dates**

**Posted:** 07/03/2025

**Deadline for Applicants:** Open Until Filled

**Date to be filled:**

jeid-7e6799b100b30f4ea9a55f4053810bbf

**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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