

Financial Assistant University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=260338>

Downloaded On: Jul. 29, 2025 7:20am

Posted Jul. 28, 2025, set to expire Aug. 4, 2025

Job Title Financial Assistant
Department
Institution University at Buffalo
Buffalo, New York

Date Posted Jul. 28, 2025

Application Deadline 08/08/2025
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 Assistant

Position Information

Position Title: Financial Assistant

Department: Clinical and Translation Research Center

Posting Link: <https://www.ubjobs.buffalo.edu/postings/58220>

Job Type: Varies

Posting Detail Information

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Position Summary

The **Project Assistant** will support the financial management operations of the Clinical and Translational Science Award (CTSA) program. Working closely with the CTSA Chief Financial Officer, this role involves assisting with financial transactions, ShopBlue entries, Purchased Service Agreement, research administration tasks, financial forecasting, account reconciliation, and the development of pivot tables for core budgets. By developing pivot tables, the assistant will help organize and analyze budget data to identify financial trends and patterns. This position reports directly to the Chief Financial Officer and collaborates with other CTSA staff.

Responsibilities:

- Responding to financial inquiries and providing information the CTSA CFO
- Managing incoming financial requests
- Reconciliation of pilot study accounts
- Create pivot table databases to be used for cross checking financial data against RF Business Systems.
- Cross check IFR financial data to budget.
- Purchasing and travel reimbursement support.
- Review expenses for allowability
- Preparing documents and reports for grant close out.
- Working within different UB systems, including ShopBlue and Concur.
- Create Purchased Service Agreements

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo 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](#).

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Minimum Qualifications

- Bachelors degree.
- 2 plus years working with financial accounts.
- Experience creating and working with Excel pivot tables.
- Experience working with contracts or legal documents.

Preferred Qualifications

- Background with accounts payable and receivable.
- Working with confidential information.
- Understanding of federal sponsor requirements.
- Experience working with University at Buffalo financial systems.
- Experience with Uniform Guidance and cost principles.

Physical Demands

Salary Range

\$45,000 - \$60,000

Special Instructions Summary

Must provide cover letter, resume. Please submit cover letter and resume directly to UB Jobs. Do not email to the contact person.

Is a background check required for this posting?

No

Contact Information

Contact's Name: Erin Bailey

Contact's Pronouns:

Contact's Title: Chief Financial Officer

Contact's Email: eedb@buffalo.edu

Contact's Phone: 716-829-2272

Posting Dates

Financial Assistant
University at Buffalo

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Posted: 07/25/2025

Deadline for Applicants: 08/08/2025

Date to be filled: 08/10/2025

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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