

Office Assistant 2, Facilities Finance (NY HELPS)
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=260845>

Downloaded On: Aug. 7, 2025 5:50pm

Posted Aug. 7, 2025, set to expire Aug. 4, 2026

Job Title Office Assistant 2, Facilities Finance (NY HELPS)
Department
Institution University at Buffalo
Buffalo, New York

Date Posted Aug. 7, 2025

Application Deadline 08/13/2025
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services

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Job Description

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Office Assistant 2, Facilities Finance (NY HELPS)

Position Information

Position Title: Office Assistant 2, Facilities Finance (NY HELPS)

Department: Facilities Finance

Posting Link: <https://www.ubjobs.buffalo.edu/postings/58372>

Job Type: Full-Time

Posting Detail Information

Office Assistant 2, Facilities Finance (NY HELPS) University at Buffalo

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Position Summary

University Facilities is seeking an **Office Assistant 2**. This role will be responsible for supporting departmental time keeping, customer setup / invoicing, departmental human resources related administrative needs and other duties as assigned.

Specific responsibilities include but are not limited to:

- Maintaining employee records in the departments work order system; ensuring they reconcile with official HR records.
- Reviewing and entering payroll data into the departments work order system. This includes developing a general understanding of payroll rules and working with employees, supervisors, and the Central Payroll department to assist with problem resolution.
- Assisting supervisor with managing / updating hourly rates and service rates in the departments work order system.
- Support the departments billable work order process. This includes assisting Customer Service in setting up new customer accounts, reviewing and distributing invoices, supporting problem resolution, and assisting with collection of payment.
- Assisting with HR related administrative duties such as updating organization charts, assisting with recruitment related activities (e.g. coordinating interview dates / times, generating and sending declination, offer, etc. letters), assistance with on/off boarding activities.

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](#).

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.

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Minimum Qualifications

This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS).

Non-competitive (NY HELPS):

- One year of clerical experience

OR

Competitive (NON-NY HELPS):

- **Transfer Eligibility Requirement:** You must have a current permanent appointment with a minimum of 1 year of service in a position of the same title or transferable title.
- **Reassignment Requirement:** You must hold the same title at the University at Buffalo.
- **Reinstatement Requirement:** You must be a former state employee to request reinstatement to the title that was held (or transferable title).

Preferred Qualifications

- Ability to problem solve
- Attention to detail / organized
- Effective communicator (oral and written)
- Demonstrated customer service experience
- Effective time management skills and ability to prioritize in order to meet critical payroll related deadlines
- Demonstrated experience with Microsoft Outlook, Word, Excel, and Visio

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Physical Demands

Salary Range

\$42,641

Special Instructions Summary

Is a background check required for this posting?

Yes

Contact Information

Contact's Name: Margaux Benoit

Contact's Pronouns:

Contact's Title: Assistant Director of Finance

Contact's Email: margauxl@buffalo.edu

Contact's Phone: 716-645-2693

Posting Dates

Posted: 08/04/2025

Deadline for Applicants: 08/13/2025

Date to be filled: 08/31/2025

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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