

Finance Manager, CAS Finance
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=260968>

Downloaded On: Aug. 12, 2025 4:04am

Posted Aug. 11, 2025, set to expire Sep. 6, 2025

Job Title Finance Manager, CAS Finance
Department CAS Finance
Institution University at Buffalo
Buffalo, New York

Date Posted Aug. 11, 2025

Application Deadline 09/06/2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Facilities/Maintenance/Transportation

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Job Description

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Finance Manager, CAS Finance

Position Information

Position Title: Finance Manager, CAS Finance

Department: CAS Finance

Posting Link: <https://www.ubjobs.buffalo.edu/postings/58429>

Job Type: Full-Time

Posting Detail Information

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Position Summary

The [College of Arts and Sciences](#) is seeking a **Finance Manager** to lead and support financial operations within the Deans Office, with a primary focus on managing reimbursement and procurement processes and developing a comprehensive library of finance-related policies and standard operating procedures. The successful candidate should be analytical and have strong communication skills.

In this position, you will perform a variety of duties to include:

- Management and coordination of all aspects of reimbursement and procurement shared services team for the College of Arts and Sciences. This includes but not limited to Concur, ShopBlue, Procurement Card, Business Accounts, Human Subject Payments, Independent contractor payments, eReq, disbursement request and letters of exception.
- Serve as a trusted point of contact for Reimbursement and Procurement matters to college faculty, staff and students.
- Promote a culture of learning, development, and guidance to ensure policies, procedures, practices, state laws and regulation are followed.
- Provide reporting on Reimbursement and Procurement team operations/statistics on a regular and ad hoc basis
- Develop and maintain a Finance standard operating procedures and policy library across the academic unit.
- Work cooperatively with the finance team, department faculty and staff to enhance effectiveness of the team on the administrative procedures and proactively identifying areas for improvement.
- Promote a culture of compliance and utilization of best practice documentation for transactions.
- Collaborate with academic unit leadership to develop uniform processes, procedures, and documentation requirements.
- Provide planning support to faculty and staff when dealing with complex situations to determine available options within the current policies, state laws and regulations.
- Be customer service focused and able to respond to stressful situations with diplomacy and tact.
- Working with the Director of Finance to manage the State Operating Budget allocations.
- Manage SIRI access and cost approval request forms for the academic unit.
- Serve as the Deans Office cost approver for the honorarium transactions within the academic unit.

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The following are key competencies necessary of the role:

- Ability to manage competing priorities
- Attention to detail
- Maintain high degree of confidentiality
- Exceptional interpersonal skills

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- 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

- Bachelors degree
- 3 years experience working with procurement policies and procedures.
- Must be responsive and agile in a changing environment.
- Demonstrates experience handling time-sensitive information and situations.
- Experience utilizing Procurement cards or completing Procurement card monthly reconciliations.
- Strong interpersonal communication skills with the ability to communicate clearly and respectfully with diverse populations including faculty, senior leadership and staff.
- Possess a strong sense of accountability and be self-motivated.
- Ability to stay updated on, interpret, and apply procurement and travel policy across State, UBF, and RF funding sources.
- Excellent oral/written communication and ability to interact professionally and positively with a diverse constituency.

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Preferred Qualifications

- Experience with UB travel, reimbursement and procurement processes and systems such as ShopBlue, Concur, and eReq.
- Experience with departmental budgets and course scheduling.
- Experience working in the College of Arts and Sciences

Physical Demands

Salary Range

\$75,000 - \$85,000

Special Instructions Summary

All application materials should be submitted via UB Jobs. Application materials submitted directly to the posting contact will not be acknowledged and cannot be considered.

Is a background check required for this posting?

Yes

Contact Information

Contact's Name: Nicole Hayden

Contact's Pronouns: she/her/hers

Contact's Title: HR Officer for Staff Affairs

Contact's Email: nhayden@buffalo.edu

Contact's Phone: 716-645-0729

Posting Dates

Posted: 08/08/2025

Deadline for Applicants:

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Date to be filled: 09/25/2025

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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