

Financial Analyst, Department of Medicine
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=261418>

Downloaded On: Aug. 20, 2025 9:46pm

Posted Aug. 20, 2025, set to expire Aug. 4, 2026

Job Title Financial Analyst, Department of Medicine
Department Medicine
Institution University at Buffalo
Buffalo, New York

Date Posted Aug. 20, 2025

Application Deadline 08/19/2026

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Finance/Investment Management

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Job Description

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Financial Analyst, Department of Medicine

Position Information

Position Title: Financial Analyst, Department of Medicine

Department: Medicine

Posting Link: <https://www.ubjobs.buffalo.edu/postings/58573>

Job Type: Full-Time

Posting Detail Information

Financial Analyst, Department of Medicine University at Buffalo

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Position Summary

In this role, you will be an integral member of the Office of the Chair in the [Department of Medicine](#), collaborating to conduct data analysis, reporting, reconciliation, financial transaction processing, and budgeting. The opportunity uniquely exposes you to the academic medical center environment and learning across finance, revenue cycle, research grants, and clinical quality and operations. The ideal candidate will practice strategic thinking, creativity, and attention to detail, enjoy working in a highly collaborative setting, adapt easily to changing tasks, and operate comfortably with a degree of autonomy in their work.

Responsibilities include:

- Analyze appropriate funding sources and availability of funds for purchase and expenses.
- Manage funds and process documentation to allocate distributions for payroll.
- Collaborate to assist with the annual budgeting process.
- Review and approve expenditures against the approved budget.
- Create financial reports. Reconcile monthly financial statements and identify trends in financial and research data.
- Prepare multifaceted data analysis for finance, revenue cycle, and productivity metrics at the provider and center level. Adapt analysis to end users.
- Present analysis to center leadership.
- Respond to routine and complex financial inquiries
- Provide financial information for research projects; maintain dashboards, reports and other data sets.

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

- Bachelors and 2 years of experience

Preferred Qualifications

- 5 or more years of related experience
- Financial or data analysis experience in a healthcare or research setting.
- Familiarity with utilizing Microsoft Excel to build reports, analyze, and visualize data from a variety of data sources. Power BI.

Physical Demands

Salary Range

\$57,151 - \$60,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Ariel Burden

Contact's Pronouns:

Contact's Title: Staff Assistant

Contact's Email: aeburden@buffalo.edu

Contact's Phone: 716-859-4848

Posting Dates

Posted: 08/19/2025

Deadline for Applicants:

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Date to be filled:

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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