

Project Accountant University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=264109>

Downloaded On: Oct. 18, 2025 6:25am

Posted Oct. 17, 2025, set to expire Aug. 4, 2026

Job Title Project Accountant
Department Facilities Finance
Institution University at Buffalo
Buffalo, New York

Date Posted Oct. 17, 2025

Application Deadline 10/16/2026
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Fiscal Services
Facilities/Maintenance/Transportation

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Job Description

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Project Accountant

Position Information

Position Title: Project Accountant

Department: Facilities Finance

Posting Link: <https://www.ubjobs.buffalo.edu/postings/59550>

Job Type: Full-Time

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Posting Detail Information

Position Summary

University Facilities Finance Department is seeking a meticulous and analytical Project Accountant to support the financial integrity of projects through accurate reporting and robust reconciliation processes. This role ensures that all financial transactions align with accounting standards, organizational policies/procedures, and multiple business reporting systems. The ideal candidate will play a key role in maintaining financial transparency and supporting project success.

This role reports directly to the Senior Project Accountant. Duties & responsibilities include but are not limited to:

- Reconcile project related financial transactions, including accounts payable, accounts receivable, general ledger entries, and interdepartmental charges.
- Perform monthly, quarterly, and ad hoc reconciliations of project accounts to ensure accuracy and completeness.
- Investigate and resolve discrepancies between project budgets, actuals, and various business systems.
- Maintain detailed records of reconciliations and adjustments for audit and compliance purposes.
- Collaborate with project managers to ensure financial data aligns with operational progress and milestones.
- Monitor project budgets to ensure sufficient funds are available for final purchases, payroll, etc.
- Prepare and analyze project cost reports, variance analysis, and statements.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of Americas leading public research universities and a

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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](#).

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

- Associate degree with 2 years or Bachelors degree with 1 year of experience with account reconciliations, general understanding of procurement and accounts payable processes.
- Intermediate Microsoft Excel Skills (use of logical (IF, AND, OR), lookup (VLOOKUP) formulas, applying and customizing filters, creating and modifying pivot tables) is a must.
- Demonstrated organization, time management, and problem solving skills.
- Excellent writing skills to clearly articulate to other staff the problem found and how to correct it.
- Ability to work independently and collaboratively.

Preferred Qualifications

- Bachelors Degree in Accounting, Finance, or related field.

Physical Demands

Salary Range

\$55,000

Special Instructions Summary

Is a background check required for this posting?

Yes

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Contact Information

Contact's Name: Kimberly Ferry

Contact's Pronouns:

Contact's Title: Senior Project Accountant

Contact's Email: kimferry@buffalo.edu

Contact's Phone: 716-645-8631

Posting Dates

Posted: 10/16/2025

Deadline for Applicants:

Date to be filled: 12/31/2025

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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