

**Fiscal Administrator, Pharmacy Practice  
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=268756>

Downloaded On: Nov. 29, 2025 12:04pm

Posted Nov. 29, 2025, set to expire Aug. 4, 2026

**Job Title** Fiscal Administrator, Pharmacy Practice  
**Department** Pharmacy  
**Institution** University at Buffalo  
Buffalo, New York

**Date Posted** Nov. 29, 2025

**Application Deadline** 11/20/2026  
**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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**Fiscal Administrator, Pharmacy Practice**

**Position Information**

**Position Title:** Fiscal Administrator, Pharmacy Practice

**Department:** Pharmacy

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/60042>

**Job Type:** Full-Time

**Posting Detail Information**

## Fiscal Administrator, Pharmacy Practice University at Buffalo

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### Position Summary

The University at Buffalo School of Pharmacy and Pharmaceutical Sciences [Department of Pharmacy Practice](#) is seeking an individual to serve as the **Fiscal Administrator** for the UB, SUNY NYS DOH Medicaid Collaborative project. This pharmacy service program is a partnership between the New York State Department of Health Medicaid Services and the University at Buffalo, School of Pharmacy and Pharmaceutical Sciences. One of the primary areas of this project is to provide an evidence based, non-commercial source of the latest objective information regarding pharmaceuticals in order to improve the quality of health care delivery to Medicaid beneficiaries.

### Job Duties:

- Manage financial oversight, budget process and expenditure tracking across all components of project (DUR, RDUR, MPEP)
- Manage all purchasing and other financial transactions associated with the project including assisting with soliciting quotes
- Assist the PI with managing grants associated with the project from application to execution including preparation of the pre-award budgets for new submissions and post-award management in compliance with UB Sponsored Projects requirements and requirements as defined by the grant

### The ideal candidate will have the following traits:

- Experience communicating with external partners and the ability to represent the department/project when working with grant partners and central UB departments
- Ability to use SIRI, RFAIR, and Click systems
- Strong MS Office skills and Intermediate proficiency in Excel

### 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](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicants race, color, religion, sex, sexual orientation, gender

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identity, national origin and veteran or disability status.

**Minimum Qualifications**

- Bachelors degree
- 3 years of financial management experience
- An equivalent combination of education and experience will be considered.

**Preferred Qualifications**

- Masters degree preferred or equivalent experience

**Salary Range**

\$60,000 - \$65,000

**Special Instructions Summary**

**Is a background check required for this posting?**

Yes

**Contact Information**

**Contact's Name:** Rachel Poole

**Contact's Pronouns:**

**Contact's Title:** HR Specialist

**Contact's Email:** [repoole@buffalo.edu](mailto:repoole@buffalo.edu)

**Contact's Phone:** 716-645-6042

**Posting Dates**

**Posted:** 11/20/2025

**Deadline for Applicants:** Open Until Filled

**Date to be filled:**

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**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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