

Office Assistant 1 - Student Accounts
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=219080>

Downloaded On: May. 9, 2024 7:36pm

Posted Aug. 4, 2023, set to expire Aug. 4, 2024

Job Title	Office Assistant 1 - Student Accounts
Department	Student Accounts
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Aug. 4, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/44396

Apply By Email

Job Description

The [Department of Student Accounts](#) within Business Services at the University at Buffalo is seeking an Office Assistant 1. This position is customer service oriented and in this role you will be responsible for:

- Daily rotation covering phone calls to the Student Accounts publicized office number
- Provide customer service to students, parents, and other departments (State, Federal, military agencies, etc.) by telephone and/or email
- Daily rotation for bank deposit; counting, balancing and preparation for armored car pick-up and delivery to the university financial institution
- Follow internal control procedures for the handling of cash transactions to properly safeguard, account for, and document every transaction
- Process requests for stop payment and redrawing of lost refund checks
- Other appropriate tasks as needed to expedite phone coverage and/or processing tasks during

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peak business periods.

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 America's leading public research universities and a 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.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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