

Office Assistant 2 (Calculations), Student Accounts  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=219697>

Downloaded On: May. 12, 2024 3:22pm

Posted Aug. 15, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Office Assistant 2 (Calculations), Student Accounts
<b>Department</b>	Student Accounts
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York

<b>Date Posted</b>	Aug. 15, 2023
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<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately

<b>Job Categories</b>	Classified Staff
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<b>Academic Field(s)</b>	Administrative Support/Services
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<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/44548">https://www.ubjobs.buffalo.edu/postings/44548</a>
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**Apply By Email**

**Job Description**

The [Department of Student Accounts](#) within Business Services at the University at Buffalo is seeking an Office Assistant 2 (Calculations). This position is customer service oriented and the primary duties you will be responsible for are:

- Provide customer service via phone and email - respond to student inquiries and provide information as needed
- Post payments to appropriate accounts including third-party payments, monthly collection agency payment rosters and alternative loan payments
- Process mail on a rotational basis
- Cashiering functions to include daily reporting and account reconciliation
- Collection account review, analysis and outreach
- Crosstrain on other functions within the Cashiering and Collections area of Student Accounts

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### **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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