

Senior Staff Assistant
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=220644>

Downloaded On: May. 8, 2024 5:53pm

Posted Sep. 1, 2023, set to expire Aug. 4, 2024

Job Title	Senior Staff Assistant
Department	CIO Finance
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 1, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Fiscal Services Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/44899
Apply By Email	

Job Description

Position Summary

The Senior Staff Assistant is a member of the CIOAO office which is the central distribution point for the CIO budget. The incumbent performs a variety of complex financial assignments and fulfills broad responsibilities with a large degree of autonomy. Candidate must exercise professional judgement in performing tasks with considerable latitude for non-reviewed actions and shares in setting day-to-day and long-term work priorities and objectives. Incumbent organizes their individual work and manages their own time.

In General:

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- Serves as liaison for Procurement requests/transactions for assigned units.
- As unit liaison for Procurement, Accounting/Budget, and Contract Management, candidate is first point of contact for assigned units for a wide variety of issues. In this role, candidate is expected to be a subject matter expert that can interpret procedures and policies as needed, and provide advice on how to move issues along within the organization. Must utilize appropriate UB tools to process requests, forward invoices to Accounts Payable, interact with vendors, reconcile monthly procurement card, maintain files for unit transactions, monitor pending transactions, reconcile open orders/expenditures in SIRI, and maintain accurate accounting of Capital Funds.
- Reviews and processes renewable contracts and is responsible for transmittal data in billing database.
- As a CIOAO team member, helps develop, train, and share knowledge with other teammates as well as student assistants within the CIOAO Office.
- Contributes to unit goals by accomplishing related duties as required. Is expected to have advanced/excellent oral and written communication skills to design and generate accurate financial reports for daily, monthly, and yearly budgets for assigned units. Maintains up-to-date CIOAO procedures as assigned.
- Maintains inventory, policy and procedures for all VPCIO building/room keys and assignments.
- Works closely with central HR in processing VPCIO student Assistant appointments. Is responsible for reappointments, salary increases and terminations.
- Maintains student assistant hiring procedures by providing guidance and assistance to all unit supervisors in the VPCIO.
- Hires, trains, assigns projects/tasks, approves work schedules and time sheets, and monitors work performance of CIOAO student assistants.
- Provides back-up coverage to co-workers in the CIO and CIOAO offices, including but not limited to: phone coverage, appointment and conference room scheduling, mail pick-up and distribution, paycheck delivery, rush and regular purchase orders due to increased volume in other units.

***This is a campus based position.**

About UBIT:

It is a great time to join UB Information Technology (UBIT)! Our staff are highly skilled and motivated to succeed and have cutting-edge training and technical resources at their disposal. For more information about UBIT visit our [website](#). All the duties & responsibilities listed above continue to occur in a 24x7

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environment, therefore, working extended hours, holidays, or varied hours may be required.

Outstanding Benefits:

In addition to professional growth opportunities, UBIT staff have access to 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 to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About UB

The University at Buffalo is SUNY's most comprehensive public research university, and an outstanding place to work. 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

- Bachelor's degree with 2 years of experience in financial account management, billing or purchasing **OR** master's degree or professional certification with no experience **OR** equivalent combination of education and experience will be considered.
- Excellent oral and written communication skills

Preferred Qualifications

- Bachelor's degree in Accounting
- Familiarity with computer software, Microsoft Excel, Word, ACCESS, and Visio
- Effectiveness in working with people having a broad range of skill levels and disciplinary backgrounds

Contact Information

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

Contact

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