

Central Administration Asset Coordinator, Financial  
Management  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=220924>

Downloaded On: May. 8, 2024 2:49am

Posted Sep. 7, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Central Administration Asset Coordinator, Financial Management
<b>Department</b>	Financial Management
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Sep. 7, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Finance/Investment Management
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/44983">https://www.ubjobs.buffalo.edu/postings/44983</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The [Financial Management](#) unit as part of Business Services at the University at Buffalo is seeking an **Asset Coordinator** to assist with the multi faceted process of tracking assets across three campus's and multiple off-campus locations.

### In this role, you will:

- Review and make recommendations on the Managing University Assets policy in preparation of the annual asset review process.
- Provide annual training to all department asset coordinators.

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- Work with identified individuals within the units to complete annual physical inventories.
- Review appropriate Purchase Orders to determine if an item is an asset that should be captured and processed.
- Work with various auditors from many different entities including Internal Audit on the multiple audit requests received throughout the year.
- Establish a new university-wide surplus program.

### **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.

### **Minimum Qualifications**

- Bachelor's degree
- Excellent knowledge of Microsoft products, especially Excel.
- Strong written and oral communications.

### **Preferred Qualifications**

Prefer a Bachelor's degree in Business Finance

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**Contact Information**

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

**Contact**

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