

Office Assistant 2, Financial Management  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=222392>

Downloaded On: May. 12, 2024 8:28am

Posted Sep. 27, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Office Assistant 2, 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. 27, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/45512">https://www.ubjobs.buffalo.edu/postings/45512</a>

**Apply By Email**

**Job Description**

The [Travel and Expense](#) unit within Financial Management at the University at Buffalo is seeking an Office Assist 2 Clerk to join the team and in this role you would be performing the following duties:

- Acting as first line of customer support for departments on travel and expense reimbursements.
- Answer questions either in person, by phone, or electronically which includes explaining and clarifying procedures.
- Review travel / expense reimbursements, invoices and receipts to prepare for payment as necessary for non-travel reimbursements.
- Utilize various software systems to process, track, and monitor expenses while maintaining compliance and requirements.
- Perform clerical processing and record maintenance activities.
- Be able to reference guidelines to include SUNY, RF, NYS, University a Buffalo, Accounts

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Payable or Travel policies.

### **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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