

Staff Assistant, Facilities Finance
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=223027>

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Posted Oct. 6, 2023, set to expire Aug. 4, 2024

Job Title	Staff Assistant, Facilities Finance
Department	Facilities Finance
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 6, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Job Website	https://www.ubjobs.buffalo.edu/postings/45690
Apply By Email	
Job Description	

Position Summary

The **Staff Assistant** is responsible for supporting the day-to-day, monthly, and year-end operations of the Finance Department within [University Facilities](#). This includes supporting short- and long-term planning and the formulation / implementation of policies and procedures.

Responsibilities include:

- Recommend solutions; resolve short and long term operational / transactional issues.
- Support in maintaining necessary internal controls, conducting reviews and other duties as assigned to ensure the strategic objectives of the department are achieved.
- Assist in the establishment, tracking and achievement of departmental key performance

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indicators.

- Support the planning and preparation of departmental budgets. This includes assisting in the creation of reports (including ad-hoc reports), trend analysis and variances in activity. Examples can include providing spend history by service type or vendor.
- Monitor expenditures against procurement spend budgets. Alert the Senior Staff Accountant (or others as necessary) of potential overages; make recommendations for remediation.
- Develop and maintain a high level of proficiency as a user in University Facilities financial systems (i.e. Maximo, SUNY systems).
- Oversee account, procurement card or other data reconciliations and analysis as assigned.
- Provide full accounts payable support, including review and voucher of invoices for payment, verification of expense coding, verification of proper approvals and supporting documentation.
- Respond to planned or unforeseen emerging issues / circumstances. Recommend solutions and resolve short and long term operational / transactional issues escalated from employees, audits, etc.
- Supervise staff member(s). This includes assigning / setting work priorities and objectives in accordance with established policies and procedures

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 UB

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](#).

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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
- Experience performing administrative tasks or providing customer service
- Ability to work collaboratively
- Effective problem solving skills

A combination of education and experience or relevant military training may be considered in lieu of a Bachelor's degree on a year-for-year basis.

Preferred Qualifications

Experience with accounts payable processes

Contact Information

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

Contact

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