

Accounting Analyst, MGT Administration Operations  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=227348>

Downloaded On: May. 11, 2024 2:39am

Posted Dec. 12, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Accounting Analyst, MGT Administration Operations
<b>Department</b>	MGT Administration Operations
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Dec. 12, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Fiscal Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/47012">https://www.ubjobs.buffalo.edu/postings/47012</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The Accounting Analyst will be focused on providing financial coordination with a team of staff to support departments and offices within the [School of Management](#) at the University at Buffalo. This position performs a variety of financial assignments related to budgets, financial reporting, and approvals with a fair degree of autonomy. The role requires an ability to 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. With general guidance from the Unit Business Officer, the successful candidate should be able to manage competing priorities, effectively manage time, and demonstrate a commitment to learning new skills as needed.

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**Broad areas of responsibility may include, but are not limited to:**

- Serve as a liaison between internal and external groups in areas of procurement, financial management, contracts, human resources, accounts payable, etc.
- Contributes to unit goals by accomplishing business related duties as required. Generate and share accurate budget and financial reports for daily, monthly, and yearly budgets for assigned units.
- Development of budget proposals.
- Act as a subject matter expert relative to direct areas of responsibility.
- Ensure internal controls are adhered to and recommend policy implementation and/or change as needed.
- Support implementation of University wide systems.

**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 with a minimum 2 years' experience in financial management OR equivalent combination of education and experience will be considered.

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**Preferred Qualifications**

- Three (3) to five (5) years of significant accounting or fiscal management experience.
- Graduate degree
- Intermediate/expert Microsoft Excel, Word, Teams, and Visio

**Contact Information**

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

**Contact**

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