Finance Administrator, Graduate Medical Education
University at Buffalo, The State University of New York

Job Title	Finance Administrator, Graduate Medical Education
Department	Graduate Medical Education
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 12, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Fiscal Services Finance/Investment Management
Job Website	https://www.ubjobs.buffalo.edu/postings/47000
Apply By Email	

Job Description

The Financial Accounting Administrator provides support to Graduate Medical Education (GME) Finance team and inter department activities for the education and training of the residents and fellows. General responsibilities involve accounting transaction management, coordination, collaboration, and support of financial activities for internal customers/staff, external residency program directors/coordinators, and external accounting departments.

- **Accounting:**

Financial record keeping for multiple Companies, including University Medical & Dental Companies, GME office fund and ancillary accounts. Responsibilities include Accounts payable, Accounts

receivable, general ledger entries and journal adjustments for all Graduate Medical Education (GME) departmental accounts.

- **Professional Liability Insurance:**

Application & management process for Resident/Fellows offsite rotations not covered under the current hospital policy. The process includes the professional liability verification communication with residency program coordinators, current residents, and credentialing agency representatives to determine eligibility.

- **Annual Plan**

Co-manage activities of the ACGME Annual Plan preparation of Residency and Fellowship departments within the Office of the Graduate Medical Education program. This includes initial program requests, communication, coordination, presentation to the Graduate Medical Education Committee (GMEC) and Hospital contacts.

The benefits available through UB Foundation

(UBF) are designed to meet the needs of today's workforce. You have a choice of benefits that will enable you to design a benefits package specifically for you and your family. Low cost medical insurance payroll deductions. Plus, zero payroll deductions for dental insurance. More information is available at: UB Foundation (UBF) Funded - Administrative Services Gateway - University at Buffalo

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**.

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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.

Contact Information

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

Contact

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