

**Finance and Procurement Specialist**  
**University at Buffalo, The State University of New York**

Direct Link: <https://www.AcademicKeys.com/r?job=232377>

Downloaded On: May. 10, 2024 5:55pm

Posted Mar. 5, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Finance and Procurement Specialist
<b>Department</b>	Vice Provost for Academic Affairs
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Mar. 5, 2024
<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>	Human Resources Fiscal Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/48954">https://www.ubjobs.buffalo.edu/postings/48954</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### **Position Summary**

The University at Buffalo Office of Academic Affairs seeks to hire an experienced and highly responsible professional to serve as a **Finance and Procurement Specialist** for business operations. The successful candidate will manage critical financial, procurement, inventory, and financial related business activities for the unit. The Finance and Procurement Specialist position calls for a self-directed professional who exercises sound and independent judgment. This position reports to the Director of Finance and Procurement for Academic Affairs.

### **Key accountabilities and responsibilities:**

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- **Financial Administration** – responsible for budget and procurement spreadsheet maintenance, monitoring, and account reconciliations. Create and submit a wide variety of financial transactions across all funding sources including; inter-departmental invoicing, journal transfers, and payroll expenditure transfers. Collect incoming payments for events and services, complete revenue deposits and document transactions.
- **Procurement Administration** - initiate procurement requests, solicit quotes, track PO and delivery status, and ensure vendor payments. Manage purchases via credit card transactions, track chargeable accounts and create monthly reports. Work with procurement staff to ensure timely renewal of contracts, ensure adherence to and compliance with budget limitations and all required guidelines and policies.
- **Facilities and Operations** – manage computer and printer/copier inventory including new systems purchasing, computer warranty and upgrade process, and maintenance contracts and renewals.

**Academic Affairs** is a collaborative division of university support services and programs that shape and enhance the educational experience for all UB students, from first-time freshmen to seasoned PhD candidates. Our units uphold the University at Buffalo's commitment to academic excellence through program development and approval, assessment and program review, and stewardship of support services across undergraduate and graduate education. Under the leadership of the Vice Provost for Academic Affairs, our units empower students to avail themselves of the full array of research, education, engagement and cultural offerings that inspire deeper levels of intellectual discovery and further academic pursuit.

### 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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more 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

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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 required with 1 year of responsible work experience and competencies in the following areas:

- Strong knowledge of financial and/or account management practices and principles including budget creation and account reconciliation.
- Experience processing or overseeing procurement activities and processes.
- Experience with inventory management best practices.
- Proficiency with Microsoft Office suite, including experience in Excel creating and maintaining spreadsheets and related formulas.

### **Preferred Qualifications**

- 3+ years of experience with finance and procurement within higher education preferred.
- Problem-solving skills and the ability to independently seek solutions and assistance when faced with challenges.
- Ability to be well organized, detail-oriented, flexible, possess a strong sense of accountability and be self-motivated.
- Ability to work independently, exhibit good judgment, and be able to effectively prioritize workload while ensuring multiple simultaneous projects are completed within expected deadlines.
- Strong verbal, written and interpersonal communication skills. Ability to communicate clearly and respectfully with diverse populations.

### **Contact Information**

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

### **Contact**

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