

Finance Manager - Research
University at Buffalo, The State University of New York

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Posted Mar. 21, 2024, set to expire Aug. 4, 2024

Job Title	Finance Manager - Research
Department	Sponsored Research Administration
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Mar. 21, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Finance/Investment Management
Job Website	https://www.ubjobs.buffalo.edu/postings/49247

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Job Description

Sponsored Research Administration (SRA) within the Vice President for [Research and Economic Development division](#) at the State University of New York at Buffalo is searching for **Finance Managers (FM)**, reporting directly to the Director of Research Administration for various units. This role has primary responsibility for collaborating with Principal Investigators (PIs) to ensure the smooth financial management and oversight of a diverse funding portfolio. The incumbent will manage sponsored award portfolios for the college/school's PIs with responsibilities including post-award financial reconciliation, budget planning and projections, and timely processing of all post-award financial activity, including salary changes and appointments.

The FM will be the first point of contact for all the PI's post-award financial needs and will collaborate with unit post-award colleagues and the central [Office of Sponsored Projects](#) to ensure the efficient processing and reconciliation of financial activities.

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Responsibilities include, but are not limited to, the following:

- Award planning, including initial kick-off meeting for all related parties.
- Formulate financial projections and revise award budgets as necessary.
- Analyze expenses and projected spending to maximize the use of available funds and ensure compliance with sponsor, university and Research Foundation requirements and policies.
- Assist with adhering to the specific reporting guidelines and requirements set by external sponsors, which include expectations for report format and content.
- Create internal financial reports and conduct meetings with faculty members to review their research portfolios effectively.
- Periodically review the effectiveness of the financial reporting process and meeting structure, adjusting as necessary to improve efficiency and communication.
- Serve as the liaison between PIs and various administrative units across UB, including central Office of Sponsored Projects.

Team Collaboration:

- Proven ability to work collaboratively as part of a team and serve as a resource for other research administration staff.
- Experience fostering a supportive environment, advocating for faculty members, and helping overcome challenges in achieving funding goals.

Interpersonal Skills:

- Relationship Building: Skill in building positive relationships with PIs, faculty members, and administrative colleagues.
- Advocacy: The capacity to advocate for the needs of PIs, foster a conducive atmosphere for realizing funding objectives, and maintain adherence to the intricate regulatory landscape of managing sponsored programs.

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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 others every day. Visit our website to learn more about the [University at Buffalo](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Contact Information

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

Contact

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