

Unit Finance Manager, Offices of Medical Education
(OME)
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=232432>

Downloaded On: May. 9, 2024 3:02pm

Posted Mar. 6, 2024, set to expire Aug. 4, 2024

Job Title	Unit Finance Manager, Offices of Medical Education (OME)
Department	Jacobs School of Medicine and Biomedical Sciences
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Mar. 6, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Financial Planning/Budget Management
Job Website	https://www.ubjobs.buffalo.edu/postings/48972

Apply By Email

Job Description

As a **Unit Finance Manager**, you will be responsible for overseeing and managing the financial operations of the [Offices of Medical Education \(OME\)](#). This is an exciting opportunity to join the Jacobs School of Medicine and Biomedical Sciences in a newly created role to support the Offices of Medical Education. In this role, you will play a key role in the development of financial strategies and creation of finance/budget processes and procedures for the unit.

In this position, you will:

- Oversee financial controls to assure that financial and budgetary information for OME is in compliance with accounting/budgetary concepts and University policy and procedure;
- Oversee medical student scholarships and awards in coordination with medical students admissions and the medical school business office;

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- Manage budgets for OME; consult with senior level managers regarding issues and concerns, especially those impacting administrative area operations;
- Provide financial advice and counsel to the budget administrators for OME; prepare reports for review and analysis;
- Approve financial documents and transactions for OME, as delegated, including human resources, payroll, and expenditure (including purchasing card and travel);
- Review for compliance with policy and procedure as well as specific regulations and/or guidelines on restricted funds.

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](#).

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 and at least 2 years of experience managing finances and budgets;
- Excellent oral, written, and interpersonal skills;
- Ability to interact with a diverse constituency of faculty and staff.

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Preferred Qualifications

- Expertise in managing finances in a university setting;
- Experience with UB systems, policies, and procedures.

Contact Information

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

Contact

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