

Assistant Director of Finance, Jacobs School of Medicine
and Biomedical Sciences
University at Buffalo, The State University of New York

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Posted Nov. 4, 2022, set to expire Aug. 4, 2023

Job Title	Assistant Director of Finance, Jacobs School of Medicine and Biomedical Sciences
Department	Jacobs School of Medicine and Biomedical Sciences
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 4, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Financial Planning/Budget Management
Job Website	https://www.ubjobs.buffalo.edu/postings/38680

Apply By Email

Job Description

An exciting opportunity to engage in financial management functions is available at the [Jacobs School of Medicine and Biomedical Sciences](#). As the **Assistant Director of Finance**, you will perform a variety of finance, budget, and business operation functions to support the Office of Resource Management and serve as a high-level liaison working in partnership with the Jacob School's 26 departments and 16 units.

In this position, you will:

- work collaboratively with the Director of Finance to oversee school financial operations, office finances, unit expenditures, resource allocations, procurement, and account reconciliation;
- work closely with department and unit administrators and play a key role in development and implementation of operating budgets and tracking;

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- support the unit business officer and director of finance through data analysis, budget tracking, dashboard creation and maintenance, and other ad hoc projects;
- strategically manage UBF accounts for appropriate usage, including scholarships;
- have strong understanding of university systems;
- serve as a school resource for all aspects of policies and business operations including systems implementation, such as the travel and expense reimbursement system, procurement processing, and financial reporting and planning systems;
- adhere to SUNY and UB policy and procedures.

To be successful in this role, you will need to be well versed in data analysis, budget management, account reconciliation, financial reporting, compliance, and business operations. In this position you will work independently on a day-to-day basis and will report directly to the Director of Finance.

Salary: \$55,000 - \$65,000

Outstanding Benefits Package

Working at UBF 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 UBF 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.

Contact Information

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



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