

Associate Director of Compliance, Family Medicine
University at Buffalo, The State University of New York

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Posted May 25, 2023, set to expire Oct. 4, 2023

Job Title	Associate Director of Compliance, Family Medicine
Department	Family Medicine
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	May 25, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Research Administration - General
Job Website	https://www.ubjobs.buffalo.edu/postings/42932
Apply By Email	

Job Description

The Associate Director of Compliance will serve as an executive member of the [NYS Area Health Education Center \(AHEC\)](#) System leadership team and directly oversee all compliance activities for the network. This role will be responsible for ensuring programmatic and fiscal compliance adherence from the 9 AHEC centers and 2 Regional offices of the NYS AHEC System as required from our state and federal funders. This role will develop processes and procedures to enhance the overall compliance structure of the NYS AHEC System to support operational efficiency and positive performance outcomes.

- Demonstrated fiscal auditing & review experience.
- Excellent problem-solving skills and the ability to translate rules into outcomes.

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- Detail-oriented and willing to look for both small and large errors that could cause confusion or noncompliance with program deliverables.
- Demonstrated ability to comprehend the grant as a whole and each subcontractor's role in that context.
- Demonstrated experience with working in/with a statewide multi-location network.
- Direct experience in serving as an executive member of a leadership team for a statewide network, providing governance and oversight for subcontracted entities.
- Strong financial/fiscal acumen and contract management experience.
- Excellent people skills including an ability to work with all levels of staff including entry level administrative assistants, program staff, AHEC Center Directors and Community Partners.
- Outstanding communication skills and presentation facilitation experience required.
- Solid experience with Google Docs, Excel, Publisher, PowerPoint, Word & Outlook.

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. Visit our benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) 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.



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Contact

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