

Director of Resource Management, SPHHP Business  
Operations  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=243762>

Downloaded On: Dec. 4, 2024 3:40am

Posted Aug. 28, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Director of Resource Management, SPHHP Business Operations
<b>Department</b>	SPHHP Business Operations
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Aug. 28, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Administration - General
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/52434">https://www.ubjobs.buffalo.edu/postings/52434</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

Under direction of the Assistant Dean UBO, the **Director for Resource Management** is responsible for all the financial functions administered by the [School of Public Health and Health Professions \(SPHHP\)](#), as well as oversight of the activities performed by those departments and organizations which it serves.

While assigned to the Dean's Office, the Director will work as a high level liaison in partnership with the School's five departments in order to ensure shared understanding, while providing guidance and support. The Director supports the UBO and will act on the UBO's behalf as assigned. The Director will supervise other members of the School's Office of Resource Management.

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**Responsibilities include, but are not limited to:**

- developing, monitoring, and managing financial accounts;
- overseeing efficient payable, receivable, and payroll functions with proper internal controls;
- reporting all financial activities through unit budgets and School-wide spending plans;
- measuring and reporting variance.

This position will also work with the Assistant Director of Human Resource and Business Operations, overseeing aspects and functions within personnel management, including job posting, searches, and appointments.

The Director will assist the Dean and UBO with the development of operating budget for resource planning, as well as the preparation of other materials for both unit level and School-wide resource analysis and reporting. The Director will develop and lead a Schoolwide, annual budgeting process. The Director will be responsible for setting up systems that result in clear reporting, supportive analysis, and responsible management, with an overall focus on compliance.

**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](#).

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### **About SPHHP**

The [School of Public Health and Health Professions](#) (SPHHP) at UB offers programs at every degree level and is the home to five departments; biostatistics, community health and health behavior, epidemiology and environmental health, exercise and nutrition sciences, and rehabilitation science. It is one of only a few schools across the country that includes health-related professions as an integral component of the public health educational and research system. Faculty and students engage in research and community activities designed to improve the health of populations, communities and individuals. The SPHHP is located on the South Campus of University at Buffalo.

### **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 with 3 years of relevant experience in the areas of business, finance, human resources, or resource management.
- Candidate must demonstrate strong verbal and interpersonal communication skills as well as the ability to establish and maintain effective working relationships with a wide range of constituencies in a diverse community.
- Must also demonstrate the ability to communicate effectively in writing.
- A strong customer service orientation is essential.
- Candidate must possess strong time management, organizational, and planning skills with the ability to prioritize multiple tasks.
- Candidate must have a working knowledge of Microsoft Office programs (Word, Excel, Outlook, PowerPoint) database, and web-based files.
- Knowledge and experience with UB business and HR systems preferred.
- May require extended hours during year-end close or during annual budget process.

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### **Preferred Qualifications**

- Bachelor's degree in finance, accounting, and/or business administration.
- Master's degree preferred.
- Four years of experience in an academic/university setting within the area of resource management, planning, budgeting data analysis.
- Knowledge and experience in business operations in the academic environment.
- Knowledge and experience in forecasting and businesses modeling in the academic environment.
- Experience with SUNY financial systems.

### **Contact Information**

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

### **Contact**

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