

Assistant Dean for Business & Financial Operations
University at Buffalo, The State University of New York

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Posted Dec. 17, 2024, set to expire Aug. 4, 2025

Job Title	Assistant Dean for Business & Financial Operations
Department	SEAS Dean's Office
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 17, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Financial Planning/Budget Management
Job Website	https://www.ubjobs.buffalo.edu/postings/54769
Apply By Email	
Job Description	

Position Summary

The [School of Engineering and Applied Sciences \(SEAS\)](#), Office of the Dean is seeking a highly motivated and experienced **Assistant Dean for Business and Financial Operations**. Reporting to the Unit Business Officer, the incumbent will oversee the day-to-day financial operations of the \$80M+ operating budget, while providing leadership, strategic guidance, and support to the 9 academic departments, 10 administrative areas, and various Institutes, Centers, and labs consisting of 400+ faculty and staff serving over 7,900 graduate and undergraduate students.

Responsibilities include:

1. Department Leadership & Operations

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- Provide strategic guidance to Unit Business Officer, Dean, and relevant Unit leadership on all Business Operation related items.
- Provide guidance, information, and support to Unit faculty/staff related to Business Operations processes, procedures, requirements, etc.
- Develop and implement procedures and practices to support the overall financial operations of the Unit.
- Organize and conduct regular meetings with appropriate Unit staff to disseminate relevant information including regular communication and collaboration with Departmental Directors of Administration.
- Participate in relevant Unit leadership meetings as required.

2. Financial Management

- Manage central transactional processes for Unit including, but not limited to, fund management, account creation, deletion, monitoring and maintenance, budget management, procurement, payables/receivables, revenue deposits & transfers, travel & other expenditure reimbursements, fee management, student appointments, tuition scholarship & stipend processing, startup fund management, transaction management, credit card management, and reconciliation of accounts across all funding sources.

3. Financial Reporting

- Create various financial reports and presentations as needed to illustrate financial position of Unit/Departments/Centers.
- Utilize financial analysis and budget forecasting to shift resources appropriately and offer guidance to Unit Business Officer and Dean.
- Coordinate, track, and fulfill the Annual Resource Planning Process financial investments and submissions for Unit in conjunction with the Unit Business Officer and Dean.
- Coordinate ASEE, U.S. News and other Financial Reporting for Unit in conjunction with Unit Business Officer and Director of Assessment & Accreditation.
- Provide monthly budget reports to departmental units.
- Fulfill various University & SUNY requested expenditure reporting requirements including, but not limited to, fee expenditures and SUNY EIP fund expenditures

4. Staff Management

- Motivate, guide, direct, supervise, support and evaluate 3 full-time employees.

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5. Data Management

- Create, maintain, and manage relevant Financial data for the Unit.

6. Policy Management & Compliance

- Assist in developing, implementing, and regularly reviewing applicable departmental policies related to overall business operations.
- Ensure that all IRS, State, UBF and University guidelines are followed in the handling of Unit funds.
- Assist with routine internal audit reviews and requisite actions related to any findings.
- Operate Department in accordance with all applicable Unit, University, State, and Federal regulations.

7. Financial System Management

- Assist with necessary management of University Financial System including departmental access management, entity/hierarchy structure and account associations, account management, budget revisions, and related items.

8. Budget Management

- Assist with the development and monitoring of comprehensive Unit wide budget.
- Responsible for creating the annual Unit budget projection and related unit budget templates.
- Monitor approved budgets for variance from plan and address with unit and report to supervisor as necessary.

9. Transaction Management

- Coordination of financial transactions for Unit.

10. Liaison

- Serve as liaison to University Financial Services, Travel Services, Procurement, Internal Audit, UBF, Resource Planning, and SUNY EIP program administration for Unit
- Other duties as assigned

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including

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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 [School of Engineering and Applied Sciences](#)

SEAS is ranked second among top public engineering schools in the Northeast and in the top 30 public engineering schools in the nation. The school offers programs at every degree level and is the home to nine departments; Biomedical Engineering, Chemical and Biological Engineering, Civil, Structural and Environmental Engineering, Computer Science and Engineering, Electrical Engineering, Engineering Education, Industrial and Systems Engineering, Materials Design and Innovation and Mechanical and Aerospace Engineering.

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 in a related field from an accredited institution.
- Five years experience managing and administering complex financial systems and transactional processes with progressing levels of responsibility.
- Experience in working with complex business systems and systems, account management, transaction management, budget management, data management, financial projections and modeling, financial reporting and new business process implementation

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Preferred Qualifications

- Master's degree in Business Administration, Management, Finance or related field
- Seven or more years of applicable experience with progressing levels of responsibility
- Departmental or business unit leadership
- Supervisory experience
- Experience within higher education

Contact Information

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

Contact

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