

Research and Finance Administrator
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=269421>

Downloaded On: Dec. 23, 2025 10:26pm

Posted Dec. 23, 2025, set to expire Jan. 6, 2026

Job Title Research and Finance Administrator
Department Community Health Interventions Lab
Institution University at Buffalo
Buffalo, New York

Date Posted Dec. 23, 2025

Application Deadline 01/06/2026
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Research
Financial Planning/Budget Management
Business & Administration

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Job Description

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Research and Finance Administrator, Community Health Interventions Lab

Position Information

Position Title: Research and Finance Administrator, Community Health Interventions Lab

Department: Community Health and Health Behavior

Posting Link: <https://www.ubjobs.buffalo.edu/postings/60135>

Job Type:

Research and Finance Administrator University at Buffalo

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Full-Time

Posting Detail Information

Position Summary

The [Community Health Interventions Lab](#) is looking for a **Research and Finance Administrator** to work across lab projects. The selected candidate will be responsible for handling all financial, human resources and administrative activities for the lab. The Community Health Interventions lab, under the Direction of Dr. Lucia Leone, encompasses several grant, contract and income-based projects including the Campus Veggie Van and the Veggie Van Training Center, a university service center. Our work focuses on increasing access to healthy food in underserved communities. The lab currently has 10+ staff and students that will be supported by this position. This position will be based in the department of Community Health and Health Behavior within the School of Public Health and Health Professions. This position reports to the Director of the Community Health Interventions Lab.

Key Responsibilities Include:

- Develop and implement financial management protocols including monitoring and reconciliation of income and expenses
- Oversee expense and personnel allocations across projects
- Provide up-to-date financial reports and work with the research team on financial projections
- Manage all lab-related purchasing via eReq, p-card or purchase order.
- Work with the research team, UB financial services and/or Sponsored Projects Services to establish and maintain contracts with and make payments to consultants, sub-contractors and contracted services.
- Manage the acquisition, distribution and reconciliation of research participant incentives and other gift cards.
- Manage service center and departmental event fee applications and ongoing reporting.
- Work with human resources to complete paperwork for job postings, hiring and appointment changes for all research staff and students.
- Serve as a liaison between the research team and with human resources regarding any HR issues including timesheets, payroll discrepancies, leave time or university-level staffing policies.
- Coordinate recruitment, selection, onboarding and review of research staff
- Manage and maintain lab computers, websites, equipment, and other infrastructure
- Assist with logistics of planning project related events and seminars
- Assist with grant preparation and reporting

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- Assist research team with other grant-related tasks as needed

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 Americas 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 applicants race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Minimum Qualifications

- Bachelors degree with 3 years of related experience. A combination of education and experience may be considered in lieu of a bachelors degree.
- Strong analytical skills with proficiency in spreadsheets and financial software
- Ability to work independently and multi-task across multiple projects

Preferred Qualifications

- Masters Degree in business, accounting, public administration or a research-related field
- Experience in research administration, financial management, or laboratory operations.
- Experience with University at Buffalo policies and procedures
- Familiarity with UB systems (RF Central, SIRI, UB Jobs, ePTF, Shop Blue, Concur)
- Experience in research administration, financial management, or laboratory operations preferred.

Salary Range

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\$55,000 - \$70,000

Special Instructions Summary

UB Sites, Linked-In, SUNY UUP, Department of Labor

Is a background check required for this posting?

No

Contact Information

Contact's Name: Lucia Leone

Contact's Pronouns: she/her/hers

Contact's Title: Director

Contact's Email: lucialeo@buffalo.edu

Contact's Phone: 716-829-6953

Posting Dates

Posted: 12/12/2025

Deadline for Applicants: 01/06/2026

Date to be filled: 01/15/2026

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Contact Information

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

Contact

N/A

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