

Internal Employment Opportunity – University at Buffalo Libraries Business Officer

The University at Buffalo Libraries seek an ethically minded, detail-oriented, strategically focused business officer to manage the Libraries' financial operations. The incumbent will work to support all business and financial functions, with a strong focus on compliance, sustainability and financial strength. Working in a team environment, the Business Officer works collaboratively with the Vice Provost for University Libraries and other members of the senior leadership team to implement the priorities of the Libraries' strategic design in order to realize the vision of becoming a premier academic research library.

Key responsibilities:

- Manages budgetary processes for the Libraries and charts a financial plan that allows the operation to prioritize financial needs and best meet its obligations to the research, teaching, and learning missions of the university;
- Establishes, maintains, and enforces an effective system of internal controls; ensures that records are accurate; promotes the effectiveness and efficiency of the operation; and ensures compliance with laws, regulations, and contracts;
- Develops and supports a commitment to consistent and willing adherence to guidelines and policies as well as to ethical conduct in support of the mission of the university;
- Continuously monitors the Libraries' budget performance from all funding sources to ensure fiscal prudence;
- Oversees the process of delivering pertinent financial information and statistical data to the Libraries' senior leadership team;
- Prepares, deploys and monitors unit budgets and financial reports, ensuring effective and efficient utilization of resources;
- Coordinates all activities and prepares the University Libraries response for the university's annual resource planning process;
- Oversees the procurement activities and practices of the University Libraries;
- Supervises, coaches, mentors, and motivates Financial Services team members to create a culture of innovation, collaboration, accountability, communication, and engagement;
- Identifies and sets project priorities, goals, and objectives, assigning work to the team as appropriate, in order to develop, implement, and maintain high quality administrative solutions;
- Fosters professional development of staff to meet the challenges of a rapidly changing environment;
- Works to identify and develop new funding opportunities;
- Conceptualizes, evaluates, and implements business plans, strategies and priorities;
- Establishes business services standards and procedures;
- Manages the deployment and development of new business systems to achieve organizational efficiencies and effectiveness;
- Works collaboratively with the Vice Provost for University Libraries and other members of the Libraries' senior leadership team to engage in strategic planning for the University Libraries.

Minimum Qualifications:

- Bachelor's degree;
- Proficiency with standard desktop computing tools and business applications;
- Experience in an academic setting with a focus on resource planning that demonstrates increased responsibilities over time;
- Ability to conceptualize the nature of complex problems and determine solutions that are cost-effective, innovative, and meet university and/or SUNY guidelines and policies;
- Capacity to thrive in an ambiguous, future-oriented environment and respond effectively to changing needs and priorities;
- Ability to work with diverse groups to build consensus for new and innovative programs and services;
- Ability to create a working environment where internal and external customer service needs and expectations are met or exceeded;
- Excellent interpersonal, oral, listening, and writing skills with the ability to communicate complex issues and perspectives to a wide range of constituencies;
- Ability to create and cultivate productive relationships and collaborations with the University at Buffalo's financial and resource planning communities and external partners.

Preferred Qualifications:

- Bachelor's degree in Accounting or an MBA is preferred;
- Functional knowledge of the campus information systems (InfoSource, SIRI, eREQ);
- Broad knowledge of campus and system-wide financial policies, applicable laws and regulations, and collective bargaining agreements;
- Experience leading and managing effective teams; must be able to foster strategic innovation, inspire and empower staff, and build trust among internal constituents;
- A strong record of professional service at the university, regional, and/or at the national levels.

To apply:

Visit <https://www.ubjobs.buffalo.edu> and search for posting number **P1700222**. This is an internal posting only. All applicants must apply via the UBJobs Web site. Interested candidates should upload a CV and a separate cover letter that includes contact information for three professional references including their email addresses. Please provide reference information at the end of your cover letter. The posting closes on **11/06/2017**.

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