Director of Accounting and Human Resources

University Auxiliary Services at Albany, Inc. (UAS) is seeking experienced candidates for a Director of Accounting and Human Resources position to perform payroll, human resource, and accounting functions and to support the Senior Director of Finance and Business Administration in their absence. Responsibilities include, but are not limited to, auditing cash receipts and disbursements, assisting in the preparation of financial statements and month end close, entering and maintaining employee records in the payroll system, running necessary payroll-related reports, preparing, distributing and/or filing annual regulatory documents and other human resource duties such as the employee performance evaluation process as well as the UAS employee handbook.

Candidates must have a Bachelor’s Degree in Business, Finance, Accounting, Human Resources or related fields, with a minimum of two years experience in accounting and human resources. Candidates with payroll, human resources and Mas90 (Sage) accounting systems are preferred. In addition, candidates must be able to work individually and as members of a team, possess strong communication skills with the ability to interact with a diverse population, and have experience in Microsoft Office applications.

Qualified candidates can send their resume and cover letter, including salary requirements, to nharrigan@albany.edu. Resumes will be accepted until the position is filled. While UAS offices are located at the University at Albany, this is neither a State nor a University position, as UAS is an independent nonprofit corporation.

University Auxiliary Services at Albany, Inc. does not discriminate on the basis of race, ethnicity, color, national origin, gender, orientation, disability, veteran status, or age in the administration of any of its employment