University Auxiliary Services at Albany, Inc. (UAS) is seeking experienced candidates for a Senior Director of UAS Administration position to perform payroll, human resource, accounting functions, data collection and analysis. In addition, this position will oversee all SUNY Card related functions and staff. Responsibilities include, but are not limited to the strategic and day to day operation of the SUNY Card office, 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 four years experience within accounting, human resources, data collection and analysis in support of contract management and campus card systems. Secondary degrees in a related field are preferred, but not required. Candidates with payroll, human resources, Mas90 (Sage) accounting systems and campus card systems (CBord, CSGold) 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. Application review and consideration will commence on November 11. 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.