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## BUFFALO URBAN RENEWAL AGENCY

### NOTICE OF VACANCY

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**JOB TITLE: Payroll Accountant 9102020PA**  
**(Part Time with possibility for Full Time**  
**based upon Agency Requirements)**

**DATE: 9/11/2020**

**NO. OF POSITIONS: One (1)**

**SALARY: \$42,820**  
**(Salary based on Full-Time hours;**  
**salary will be prorated based on hours worked)**

**Hrs. of Work: Minimum of 20 hrs/wk**

**GRADE: 16U**

**LOCATION: FCA – 213 City Hall**

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#### **General Description**

Under the direction of the Deputy Director of FCA, the Payroll and Benefits Manager and the Senior Accountant, the candidate will assist in the processing and accounting for payroll and fringe ledgers.

#### **Qualifications**

- Excellent organizational skills and accuracy are required for this position
- Requires knowledge of processing and recording of payroll and payroll tax expenses and associated reconciliations
- Tracking and/or accruing for payroll and any other associated payroll and/or fringe costs on an annual basis
- Solid understanding of Generally Accepted Accounting Principles
- Proven ability to calculate, record, and manage accounting figures and financial records along with data entry skills
- Proficiency with ADP or other major payroll software
- Microsoft Office applications: i.e. Excel and Word

#### **Education Requirements**

Associate's Degree with at least 0 to 2 years of payroll experience required or a

Bachelor's degree in Accounting with at least 0-1 year of payroll experience required.

**As a condition of Employment, appointee must establish and maintain residency within the City of Buffalo during their tenure of employment. Residency must be established within 90 days of starting date of employment.**

**All resumes should be submitted by close of business on 9/25/20 to:**

**Email: [info@buffalourbanrenewal.com](mailto:info@buffalourbanrenewal.com)**

**or**

**Tracy Cooley, Deputy Director FCA  
Buffalo Urban Renewal Agency 213 City Hall  
Buffalo NY 14202**