

BUFFALO URBAN RENEWAL AGENCY JOB DESCRIPTION

JOB TITLE:	ACCOUNTANT	NO. OF POSITIONS:	One (1)
GRADE:	18U- \$46,101	HOURS OF WORK:	8:30 A.M. – 4:30 P.M.
LOCATION:	FINANCIAL CONTROL OF AGENCIES (FCA), 214 City Hall		

General Statement of Duties:

This position reports to the Director of FCA and is under the direct supervision of the Senior Accountant. The Accountant will assist in the accounting and record keeping of the organization, including accounts payable and accounts receivable functions.

Additional responsibilities include performing audit work that requires a high degree of judgement in the application of accounting principles and practices. The Accountant will assist in the preparation of financial reports, review of contracts and payroll related journal entries such as direct withdrawals and the setup of prepaid accounts and other payables, preparation of monthly bank reconciliations, inventory control of accounting files, monitoring of program requisitions, and gathering information for outside auditor requests for loan information.

The Accountant will assist the senior accountant with the reviewing and processing of loan packages for encumbrance requests, setting up encumbrances in the HUD system, certifying the availability of funds for the encumbrance request, tracking and reconciling budget available balances between the accounting system and the HUD system for accuracy, and ensuring expense eligibility relative to the programs. The Accountant will also assist in all other general ledger functions as required, including posting of journal entries and will perform other related duties as required.

Minimum Qualifications:

Graduation from accredited college or university with a Bachelor's Degree (B.A. or B.S.) in Accounting or;

Associates Degree in Applied Science (A.A.S.), in the field of Accounting with five (5) years of non-profit or governmental accounting experience.

RESIDENCY REQUIREMENT:

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 6 months of starting date of employment.

NOTE: This position is part of organized labor in a non-competitive class as CSEA Erie Local 815-BURA Unit with CBA benefits such as NYS Pension and health and dental insurance. Additional information will be provided during the interview process and at orientation upon date of hire.

All resumes should be submitted by close of business on 10/30/20 to:

Email: info@buffalourbanrenewal.com

OR

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

Revised: 10-15-20