

**BUFFALO URBAN RENEWAL AGENCY**  
**NOTICE OF VACANCY**

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**JOB TITLE: SENIOR ACCOUNTANT**

**GRADE: 29U \$53,373-\$61,154**

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

**HOURS OF WORK: 8:30 P.M. – 4:30 P.M.**

**LOCATION: FCA, 214 CITY HALL**

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**GENERAL STATEMENT OF DUTIES**

Under the general supervision of the Deputy Director of Financial Control of Agencies, the Senior Accountant will serve as lead accountant in the accounting and record keeping of the organization, including accounts payable and accounts receivable functions. In addition, the Senior Accountant will be responsible for the supervision and training of FCA staff who perform accounting functions.

**Responsibilities include:**

- Manage monthly close process, creating financial statements and reporting;
- Analyze financial statements and prepare monthly variance and analysis reports;
- Review monthly bank reconciliations prepared by accounting staff;
- Prepare monthly payroll allocation entries in relation to grants activities;
- Perform account reconciliations of balance sheet accounts;
- Reconcile and maintain fixed assets schedule;
- Performing audit work that requires a high degree of judgement in the application of accounting principles and practices;
- Prepare financial reports, review of contracts and payroll related items;
- Inventory control of accounting files;
- Monitor program requisitions, and gather information for outside auditor requests for loan information;
- Review and process loan packages for encumbrance requests, set up encumbrances in the HUD system, certify the availability of funds for the encumbrance request, track and reconcile budget available balances between the accounting system and the HUD system for accuracy, and ensure expense eligibility relative to the programs;
- Will work in collaboration with BURA and City of Buffalo staff to complete project cost reconciliations;
- Will provide customer service to internal/external customers; and
- Will assist in all other general ledger functions as required, including posting of journal entries.

**MINIMUM QUALIFICATIONS:**

Graduation from accredited college or university with a Bachelor's Degree (B.A. or B.S.) in Accounting with three (3) years of non-profit or governmental accounting experience or;

MBA with one (1) year 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.

**CLOSING DATE: Thursday, November 19, 2020 at 4:30 P.M.**

All resumes must be received within 10 business days of the posting date of Thursday, November 5, 2020. Please submit to [info@buffalourbanrenewal.com](mailto:info@buffalourbanrenewal.com) (preferred) or via mail to:

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

**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.**

**Revised: 11/5/20**