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# BUFFALO URBAN RENEWAL AGENCY

## NOTICE OF VACANCY

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**JOB TITLE:** Associate Executive Fiscal Officer  
**SALARY:** \$66,576  
**GRADE:** 32.1U

**DATE:** June 8, 2022  
**NO. OF POSITIONS:** (1)  
**Hrs. of Work:** 8:30 AM – 4:30 PM  
**LOCATION:** Financial Control of Agencies  
City Hall/Room 213

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### **GENERAL STATEMENT OF DUTIES:**

Assists the Director of Finance in carrying out the established program policies and requirements relative to the supervisory control under the accounting and budgetary system for the Buffalo Urban Renewal Agency and the Mayor's Office of Strategic Planning;

Supervises the accounting and administrative staff in the department and the administrative functions of the day-to-day operations. Make the application of methods for procedures for each Federal or State program relative to the budgetary control preparation and projection, books of account, record keeping and various physical analyses;

Supervises and maintains, as an integral part of the established accounting system, a series of accounts designed to permit budgetary control of expenditures authorized under an approved annual budget.

Financial monitor of Federally Awarded recipients.

Develops systems and procedures as may be required;

Prepares the financial documents required for private financing in the open market involving all Federal loan and Grant contracts;

Prepares, reviews and analyzes financial statements, statistical data, cost statements, budgetary cash position, budget status reports and cost control;

Prepares the financial documentation for requisitions of earned Federal and State Capital grant progress payments and the required supporting data as to the priority of the loan and grant contract terms;

May represent the Director of Finance in his/her absence.

### **MINIMUM QUALIFICATIONS:**

Bachelor's Degree from an accredited College or University with major Course work in accounting and one year of full-time paid Accounting experience; or Associate's Degree from an accredited two year College or Technical Institute with major course work in Accounting and three years of full-time paid Accounting experience; or

A minimum of 1 year non-profit or government 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

**All Resumes should be submitted by close of business 4:30pm, Friday, July 8<sup>th</sup>, 2022 to:**

Tracy Cooley, Director  
Buffalo Urban Renewal Agency  
Administration & Financial Control of Agencies  
214 City Hall  
Buffalo, New York 14202