

BUFFALO URBAN RENEWAL AGENCY

NOTICE OF VACANCY

JOB TITLE: Grant Monitor/Accountant

DATE: January 17, 2023

NO. OF POSITIONS: (1)

HRS. OF WORK: 40 weekly

SALARY: \$62,000.00

LOCATION: BURA Executive Office
920 City Hall

GRADE: Exempt

POSITION DESCRIPTION:

Under the general this employee conducts the audit/monitoring functions of the Agency and assists in accounting functions, as needed. Incumbents are assigned the responsibility for planning and conducting on-site monitoring of subrecipients and their internal policies and procedures. Incumbents survey functions and activities in designated areas to learn the nature of the operations and the elements of management control; assist in the direction of the audit effort and in performing monitoring and audits in accordance with approved audit programs. The incumbent reviews transactions, prepares workpapers to document audit/monitoring procedures; trains and directs the efforts of assigned staff.

Under general supervision the Grants Monitor/Accountant is responsible for assisting the Supervising Accountant in the maintenance of the general ledger, the compilation and reporting of financial results and the processing of cash and vendor transactions.

REPORTS TO: Senior Grants Monitor/Accounting Supervisor

SUPERVISES: Monitoring and accounting staff

ACCOUNTABILITY OBJECTIVE:

1. Reviews and understands current audit and grant compliance standards with respect to monitoring the grants administered by the Agency.
2. Conducts on-site or desk reviews of subrecipients using accounting knowledge and audit skills.
3. Uses experience in internal control reviews to assess deficiencies in systems and is able to recommend changes for improvements.
4. Applies knowledge of advanced accounting precepts to support the preparation of month-end and year-end financial statements.
5. Follows policies and procedures, and makes recommendations for change, to assure compliance with generally accepted accounting principles.
6. Ensures processing of accounting transactions, cash receipts and accounts payable on a timely and accurate basis.
7. Prepares accounting reconciliations and to enhance the fiscal management of the agency.
8. Ensures the accurate and timely completion of regulatory and special management reports.
9. Directs, counsels and instructs staff assigned to the department.

SPECIFIC ACCOUNTABILITIES:

1. Implements the Agency's subrecipient monitoring policies, monitoring compliance with federal and state grant regulations and policies.
2. Works with monitoring staff to develop the annual monitoring plan for the upcoming year.
3. Leads and trains staff, as necessary.
4. Conducts on-site monitoring of Agency subrecipients using established policies and procedures.
5. Prepares and maintains appropriate work papers supporting work performed.
6. Ensures the accurate and timely completion of regulatory and special management reports.
7. Prepares or supervises the preparation of written reports covering the results of projects and audits of subrecipients.
8. Makes oral and written presentations to subrecipient personnel, supervisors and assigned staff.
9. Monitors compliance with applicable laws and regulations, Agency policies and procedures.
10. Monitors the effectiveness of policies and develops recommendations for changes to meet current and changing requirements.
11. Reviews work of subordinates for completeness, adequacy and understanding.
12. Establishes and reviews necessary supporting schedules and analyses for the preparation of monthly and year-end journal entries.
13. Ensures timely preparation of monthly financial statements.
14. Assists or prepares budgets and conducts analyses of budget variances.
15. Gathers information and prepares ad hoc analyses to support cost studies, budget preparation, audits and similar requests.
16. Performs related duties and other projects as assigned.

PRIMARY MEASURES OF PERFORMANCE:

1. Ensures implementation and compliance with Agency policies.
2. Effective implementation of subrecipient monitoring program in order to comply with federal grant requirements.
3. Adequacy, timeliness and accuracy of work papers and written reports.
4. Adequacy, timeliness and accuracy of original books of accounts and financial statements supported by appropriate analyses and reconciliations.
5. Effective internal and external working relationships.
6. Ability to interact with and assist staff in meeting obligations of the department.
7. Ability to communicate effectively in the English language, both orally and in writing; maintain effective internal and external business communications.

MINIMUM REQUIREMENTS:

1. Education/Experience: B.S. or masters level degree in accounting.
2. Preference given to certified public accountant (CPA) or applicant who meets the educational and experience qualifications for a CPA license.
3. Minimum 2 years recent experience in audit environment applying generally accepted accounting principles and government auditing standards.
4. Working knowledge of OMB Circulars A-133, A-87, A-122 and general federal compliance requirements.
5. Supervisory experience.
6. Proficient in office productivity software such as Excel, Word and Access.
7. Experience and knowledge of computer applications for general ledger, accounts

- payable and purchase order processing applications is preferred.
8. Knowledge of not-for-profit and/or government accounting principles.

DESIRED QUALIFICATIONS AND SKILLS:

- Advanced knowledge of accounting and auditing principles.
- Familiarity with government and not-for-profit accounting principles and government compliance requirements required.
- Ability to independently maintain knowledge of changes in generally accepted accounting principles and federal regulations.
- Working knowledge of cost allocation principles.
- Applies knowledge to revise policies and procedures to ensure compliance by Agency.
- Experience in maintaining general ledger and other accounting records.
- Ability to analyze budget variances to determine nature of deviations.
- Ability to communicate and interact with other staff and supervisors.
- Ability to use independent judgment in identifying problems and solutions in the accounting process.

Residency Requirements:

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.

Submission Instructions:

Cover letter and resume should be submitted by 4:30 pm (EST), February 16, 2023 to the attention of Tracy Cooley, Director of Finance, via email to info@buffalourbanrenewal.com.

Cover letter and resume will also be accepted via Regular U.S. Mail to the following address:

**Tracy Cooley, Director of Finance
Buffalo Urban Renewal Agency
65 Niagara Square, 920 City Ha
Buffalo, New York 14202**