

BUFFALO URBAN RENEWAL AC
NOTICE OF VACANCY

DATE: April 17, 2024

JOB TITLE: Accountant

HRS. OF WORK: 40 Hours Weekly Minimum

SALARY: \$58,339 - \$60,929

GRADE: 29U

LOCATION: BURA Executive Office, 920 City Hall

DEPT./DIV: Financial Control of Agencies (FCA) (1)

NO. OF POSITIONS: 8:30 P.M. – 4:30 P.M.

HOURS OF WORK:

General Statement of Duties:

Under the general supervision of the Director of FCA, the Accountant will assist in the accounting and record keeping of the organization, including Accounts Payable and Accounts Receivable functions. This includes reconciling customer payments that have been entered into an accounting system and being the back up for receiving and logging of customer payments into an accounting system. The Accountant will assist in the preparation of financial reports, review of contracts and will be the backup for payroll related items, 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 in the review and processing of loan packages for encumbrance requests, certify the availability of funds for the encumbrance request, track and reconcile budget available balances between the accounting system and the City accounting system for accuracy, and ensure expense eligibility relative to the programs. The Accountant will assist in all other general ledger functions as required, including posting journal entries.

Minimum Qualifications:

Graduation from accredited college or university with a Bachelor's Degree (B.A. or B.S.) in Accounting with a preferred minimum of 1 year of non-profit or government accounting experience

or;

Associate Degree in Applied Science (A.A.S.), in the field of Accounting with three (3) years of non-profit or governmental accounting experience.

RESIDENCY REQUIREMENT:

As a condition of employment, the appointee must establish and maintain residency within the City of Buffalo during their tenure of employment. Residency must be established within three (3) months of the starting date of employment.

Cover letter and resume should be submitted by 4:30 pm (EST) Friday, May 10, 2024 to the attention of Tracy Cooley via email to GAlessi@hrbuffalo.com.