

BUFFALO URBAN RENEWAL AGENCY

JOB VACANCY

JOB TITLE: DEPUTY DIRECTOR OF FCA

SALARY: \$70,000- \$85,000

GRADE: EXEMPT

NO. OF POSITIONS: (1)

HOURS OF WORK: 8:30 P.M. - 4:30 P.M.

LOCATION: FINANCIAL CONTROL OF AGENCIES (FCA), 901 City Hall

General Statement of Duties:

The Deputy Director of Financial Control of Agencies (FCA) will assist the Director of FCA 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 (BURA). The Deputy Director will represent the Division in the absence of the Director of FCA. Supervises FCA staff as assigned.

The Deputy Director will assist in the management of the administrative functions of daily operations and makes the application of methods for procedures for Non-Federal, Federal, or State programs relative to budgetary control preparation, projections, and analyses.

The Deputy Director will assist in the creation, maintenance and management of funds and their associated Chart of Accounts that allows for budgetary control of expenditures under the BURA budgets.

The Deputy Director will assist in the financial audit process and prepare analyze, and review financial statements, statistical data, cost statements, cash management, budget reports, cost control, and other reconciling reports as assigned.

The Deputy Director will be responsible for timely reconciliations of systems and applications as assigned.

The Deputy Director develops systems and procedures as required.

Minimum Qualifications:

Bachelor's Degree from an accredited College or University with major course work in accounting and two (2) years full-time paid Accounting experience; or Associate's Degree from an accredited two (2) year College or Technical Institute with major course work in Accounting and four (4) years of full-time paid Accounting experience; or an equivalent combination of the foregoing experience and education directly related to the experience requirement.

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Residency Requirement

As a condition of employment, appointee must establish and maintain residency within the City of Buffalo during their tenure of employment.

Submission Instructions:

Cover letter and resume should be submitted by 4:30 pm (EST), April 25, 2025 to the attention of Tracy Cooley, Director of FCA, via email to: Gwen Alessi GAlessi@truebuffalohr.com

Revised 3/2025