
BUFFALO URBAN RENEWAL AGENCY

JOB VACANCY

JOB TITLE: Grant Fiscal Analyst

DATE: April 8, 2025

NO. OF POSITIONS: (1)

HRS. OF WORK: 40 hours weekly

SALARY: \$58,770.00

LOCATION: BURA Executive Office, 901 City Hall

GRADE: 26U

Position Description:

Reports to the Director of Finance as assigned. Will be responsible for the timely review and processing of both internal and external encumbrance, change order and draw requests for various grant funds with various systems and applications.

The incumbent will be responsible for tracking contracts and budget balances related to these grant funds.

Must have the ability to work independently, utilize judgement, effectively communicate with both internal and external partners, and exhibit a strong attention to detail.

Excel experience strongly preferred.

Minimum Requirements:

Bachelor's degree in business administration or related field with two (2) year's experience in Grant Management preferred.

Or

Associate's Degree in Business Administration or related field with preferred four (4) years experience in Grant Management.

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), April 28, 2025 to the attention of Tracy Cooley, Director of FCA, via email to: djudson@buffalony.gov.