
BUFFALO URBAN RENEWAL AGENCY

NOTICE OF VACANCY

JOB TITLE: Deputy Director of FCA

DATE: December 23, 2026

NO. OF POSITIONS: One (1)

HOURS OF WORK: 40hrs/week

**LOCATION: BURA Executive Office
901 City Hall
Buffalo NY 14202**

**SALARY: \$70,000-\$85,000
(Exempt)**

POSITION DESCRIPTION:

The Deputy Director of Financial Control of Agencies (FCA) assists the Director in implementing and maintaining program policies and procedures related to the accounting and budgetary oversight of the Buffalo Urban Renewal Agency (BURA). This role ensures compliance with established financial controls and supports the effective financial management of BURA operations. In the absence of the Director, the Deputy Director represents the FCA Division and assumes leadership responsibilities. The Deputy Director also supervises assigned FCA staff to ensure timely and accurate completion of financial tasks.

PRIMARY JOB RESPONSIBILITIES:

- Assist in managing the administrative functions of BURA's daily operations.
- Apply appropriate methods and procedures for Non-Federal, Federal, and State programs related to budgetary control, preparation, projections, and analysis.
- Review financial transactions, reports, and documentation to ensure compliance with applicable regulations and standards.
- Support the creation, maintenance, and management of funds and associated Chart of Accounts to ensure effective budgetary control of BURA expenditures.
- Assist in the financial audit process, including preparation, analysis, and review of financial statements, statistical data, and cost statements.
- Responsible for timely reconciliation of assigned systems and applications.
- Oversee cash management, budget reporting, cost control, and other assigned reconciliations.
- Develop financial systems and procedures as needed to improve operational efficiency and compliance.
- Provide leadership and supervision to FCA staff, assigning duties and monitoring performance.
- Collaborate with internal departments and external partners to resolve financial discrepancies and support audit processes.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree from an accredited college or university with major coursework in Accounting and two (2) years of full-time paid accounting experience;
OR
- Associate's Degree from an accredited two-year college or technical institute with major coursework in Accounting and four (4) years of full-time paid accounting experience;
OR
- An equivalent combination of education and experience directly related to the accounting experience requirement.

RESIDENCY REQUIREMENTS:

As a condition of employment, appointees 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), January 30, 2025 to the attention of Tracy Cooley, Deputy Director of FCA, via email to: djudson@buffalony.gov.