BUFFALO URBAN RENEWAL AGENCY
JOB VACANCY

JOB TITLE:	Senior Accountant
SALARY:	$71, 412 - $78, 158 (32U) FCA
LOCATION:	October 09, 2026
DATE:	(1)
NO. OF POSITIONS:	8:30 A.M. 4:30 P.M.
HOURS OF WORK:	

GENERAL STATEMENT OF DUTIES:

Under the general supervision of the Director of Financial Control of Agencies, the Senior Accountant will serve as lead accountant in the accounting and record keeping of the organization, including accounts payable and accounts receivable functions. In addition, the Senior Accountant will be responsible for assisting with the supervision and training of FCA staff who perform accounting functions.

RESPONSIBILITIES INCLUDE:

- Manage monthly close process, creating financial statements and reporting;
- Analyze financial statements and prepare monthly variance and analysis reports as needed;
- Prepare or review monthly bank reconciliations prepared by accounting staff;
- Prepare monthly payroll allocation entries in relation to grants activities, as needed;
- Perform account reconciliations of balance sheet accounts;
- Reconcile and maintain fixed assets schedule;
- Performing monitoring work that requires a high degree of judgement in the application of accounting principles and practices;
- Prepare financial reports, review of contracts and payroll related items;
- Inventory control of accounting files;
- Monitor program requisitions, and gather information for outside auditor requests for loan information;
- Review and process loan packages for encumbrance requests, set up encumbrances in the HUD system, certify the availability of funds for the encumbrance request, track and reconcile

budget available balances between the accounting system and the HUD system for accuracy, and ensure expense eligibility relative to the programs;
- Will work in collaboration with BURA and City of Buffalo staff to complete project cost reconciliations;
- Will provide customer service to internal/external customers; and
- Will assist in all other general ledger functions as required, including posting of journal entries.

MINIMUM QUALIFICATIONS:

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

Please send cover letter and resume should be submitted by 4:30 pm (EST) Wednesday, October 30, 2026 to the attention of Tracy Cooley via email to djudson@buffalony.gov.