BUFFALO URBAN RENEWAL AGENCY

JOB VACANCY

JOB TITLE: Grant Fiscal Analyst
(Title in Bargaining Unit #6707,
CSEA Local 1000 AFSCME)

DATE: October 9, 2026

NO. OF POSITIONS: One (1)

HOURS OF WORK: 40hrs/week

LOCATION: Buffalo Urban Renewal Agency
901 City Hall
Buffalo, New York 14202

SALARY: $60,533 (Grade : 26U)

POSITION DESCRIPTION:

Reports to the Director of Finance, as assigned. Responsible for the timely review and processing of both internal and external encumbrances, change orders, and draw requests related to various grant funds. This work involves the use of multiple systems and applications to ensure accuracy and compliance.

PRIMARY JOB RESPONSIBILITIES:

- Track contracts and monitor budget balances related to assigned grant funds.
- Work independently and exercise sound judgment in day-to-day tasks.
- Communicate effectively with internal departments and external partners.
- Maintain a high level of attention to detail in all aspects of work.

PREFERRED QUALIFICATIONS AND COMPETENCIES

- Proficiency in Microsoft Excel strongly preferred.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business Administration or a related field, with **two (2) years** of experience in grant management preferred.
  OR
- Associate's degree in Business Administration or a related field, with **four (4) years** of experience in grant management preferred.

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), October 30, 2026 to the attention of Tracy Cooley, Director of FCA, via email to: djudson@buffalony.gov.