



## NOTICE OF JOB VACANCY

**Location:** Central Library, Administration  
**Position Title:** Assistant Deputy Director, Controller  
**Job Group/Salary:** Managerial-Confidential, \$109,834 – negotiable  
**Appt Type:** Permanent  
**Posting Date:** January 7, 2025

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### **MINIMUM QUALIFICATIONS:**

- A) Master's degree and three (3) years of library administrative experience or three (3) years of administrative experience in finance/accounting, or;
- B) Bachelor's degree and four (4) years of library administrative experience or four (4) years of administrative experience in finance/accounting.

### **SAMPLE DUTIES** (illustrative only):

- Reviews and oversees all daily work generated by Business Office staff, including purchasing processes, cash disbursements, cash receipts, and bi-weekly payroll;
- Ensures compliance with library's financial guidelines and maintains library's internal control systems;
- Prepares annual comprehensive financial reports;
- Works closely with Erie County Comptroller's staff and independent auditors to coordinate and complete the annual audit process; prepares/oversees preparation of all audit schedules;
- Works with Library Director to develop annual budget processes; consults with managers and supervisors to develop budget proposals; oversees budget data entry and prepares initial draft;
- Develops recommendations for and prepares budget resolutions;
- Assists with review and adjustments for the long-term financial plan; ensures compliance with federal and state reporting and filing requirements;
- Reviews all bank and investment account reconciliations, ensuring timely and accurate preparation;
- Maintains confidentiality and discretion with regard to financial records;
- Interviews, selects, and trains new staff; provides coaching or corrective action as necessary;
- Coordinates all liability insurance programs;
- Ensures compliance with all financial requirements for library grants and donations;
- Serves on state and regional professional committees;
- Participates in special projects as assigned.

### **SPECIFIC REQUIREMENTS:**

Expert knowledge in governmental/non-profit accounting and best practices; excellent verbal and written communication skills; maintenance of effective relationships with staff, Board of Trustees, elected officials, vendors, and community partners; skill at planning, directing and supervising the work of others; ability to work independently under limited supervision; ability to use applications software, including Microsoft Word, Excel, Access, and Outlook, along with standard office equipment.

### **HOW TO APPLY**

- Interested candidates should send a resume and letter of interest by **January 17, 2026** to [hr@buffalolib.org](mailto:hr@buffalolib.org) or:

.Judy Fachko, Assistant Deputy Director, Human Resources  
Buffalo & Erie County Public Library  
1 Lafayette Square  
Buffalo, NY 14203-1887

*Please note that candidates must reside in Erie County for at least 30 days at the time of appointment.*

Profoundly**PUBLIC.**

*The Buffalo & Erie County Public Library is an equal opportunity employer and is committed to workplace diversity.*