



NOTICE OF JOB VACANCY

Location: Central Library, Business Office
Position Title: Senior Accountant
Type of Appt: Provisional*
Hours of Work: Full-Time, Monday - Friday
Salary Scale: \$59,024 - \$84,581 (CSEA Job Group 10)
Posting Date: June 3, 2025

MINIMUM QUALIFICATIONS:

- Eligibility to accept provisional* appointment:
Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree in Accounting or Business Administration and three (3) years of experience in the field of accounting, one (1) year of which shall have been in a responsible supervising capacity.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

DUTIES: (Illustrative Only)

- Supervises and assists with preparation of payroll and expense distribution;
- Audits all claims for grants and instructs grant departments in setting up detailed departmental accounts;
- Oversees and assists in the preparation of Monthly Reports of fiscal operations such as balance sheet, income statements and supporting records;
- Prepares recurring fiscal reports and other reports, as needed or requested;
- Supervises and assists with Purchasing Office needs;
- Supervises cash receipts application for receivables and revenues;
- Serves as liaison for other departments within the organization to the Business Office;

SPECIFIC REQUIREMENTS:

- Thorough knowledge of principles and practices of accounting and auditing;
- Knowledge of theory and practices of governmental accounting;
- Knowledge of Federal, State and local legislation governing the Library;
- Demonstrated ability to prepare and maintain accounting records and reports;
- Ability to devise and install accounting systems;
- Ability to analyze fiscal accounting records and to draw specific information therefrom;
- Physically capable of performing the essential functions of the position with or without reasonable accommodation.

HOW TO APPLY:

- Interested candidates should send a cover letter and resume to hr@buffalolib.org or to:

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

- This posting will remain open until the position is filled.

Please note that candidates must reside in Erie County for at least 30 days prior to appointment.

* Competitive position – Must have a reachable score on upcoming Civil Service Exam to remain in position.