



## 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:** May 15, 2025

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### **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 resume and letter of interest by **May 29, 2025** to:

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

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

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