

# Job Information from the Buffalo Employment and Training Center

77 Goodell St., Buffalo, NY 14203  
716-856-5627 / 716-856-5670– Fax  
[www.workforcebuffalo.org](http://www.workforcebuffalo.org)

The BETC is here to help with your job searching needs. We have free services for all jobseekers.  
**Orientation Times: Monday – Thursday, 10 am or 2 pm.**

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January 24, 2018

**Buffalo and Erie County  
Workforce Development Consortium, Inc.**

**Job Title: Accountant I**

<b>Department: Fiscal</b> <b>Location: Administrative Office (Larkin)</b> <b>Reports To: Director of Finance</b>	<b>Salary Range: \$45,000 - \$48,000</b> <b>Classification: Full Time</b> <b>FLSA: Non-Exempt</b>
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**1) Summary:**  
The Accountant I position is responsible for assisting the Fiscal department in creating accurate and timely financial records for the organization. The Accountant I participates in responsible financial management of nonprofit organizations according to specialized financial rules that pertain to nonprofit organizations exclusively.

**2) Duties and Responsibilities: (Illustrative Only)**

- Examine accounting records, including financial statements and other financial reports to assess accuracy, completeness and conformance to standards defined within the department.
- Create and maintain payroll budgets, update vendor information, and confirm expense vouchers.
- Review records of accounts and input entries into proper accounts.
- Develop, prepare and implement proper keeping of financial records, making use of current technologies.
- Match large batches of invoices and maintain accuracy of employee timesheets.
- Assist with or conduct fixed asset audits as necessary.
- Assess data to ensure that proper accounting practices have been followed.
- Create forms and manuals for accounting and bookkeeping personnel.
- Procurement/purchasing for organizational needs.
- Maintain inventory control policy, procedures and records.
- Assists with payroll related tasks.

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Cont.

**3) Competencies**

- Financial Management.
- Budgeting and Fiscal management.
- Contract Management.
- Perform job requirements using specific computer hardware and software programs.
- Capable of multitasking in completing work.
- Strong time management skills.
- Analytical skills.

**4) Qualifications and Basic Requirements:**

**A) Education and Related Work Experience:**

Bachelor's degree in accounting or finance, and a minimum of 1 or more years of years of related experience.

**B) Skills, Knowledge and Abilities:**

Must demonstrate attention to detail and good record-keeping skills to meet state and federal tax and nonprofit regulations. Must possess financial management knowledge, collaboration skills, ethical conduct and thoroughness. Knowledge of federal, non-federal, and state contract guidelines including OMB.

The Accountant I also needs outstanding written, verbal and presentation communication skills for working with front-line staff, management and board members, plus vendors, community/partner agencies, and others.

**C) Work Environment**

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**D) Essential Physical/Mental Functions**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Elements

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Cont.

- Lifting and carrying 10-20 pounds occasionally;
- Pushing and Pulling 10-20 pounds occasionally;
- Ability to stand, walk and sit frequently;
- Ability to speak and hear, both in person and on the telephone frequently;
- Repetitive use of hands to finger, handle, feel and operate standard office equipment frequently;
- Ability to bend, squat, kneel, reach, balance and climb stairs occasionally
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

#### Mental Performing Elements

- Regularly required to use written and oral communication skills
- Organizing and coordinating schedules;
- Read and interpret data, information and documents;
- Analyze and solve non-routine and complex office administrative problems;
- Use math and mathematical reasoning;
- Observe and interpret situations;
- Learn and apply new information or skills;
- Perform highly detailed work on multiple, concurrent tasks;
- Work under intensive deadlines with frequent interruptions;
- Interact with Center directors, managers, staff, customers, the public and others encountered in the course of work;
- Completing written work related reports.

#### E) Additional Requirements:

Must have a valid NYS drivers' license and access to transportation for monitoring purposes.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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