

JOB OVERVIEW	
JOB TITLE	Staff Accountant
DEPARTMENT	Accounting
LOCATION	Buffalo, N.Y.
DIRECT SUPERVISOR	Senior Staff Accountant
GENERAL JOB DESCRIPTION	
Works within the Accounting Department to report, coordinate and monitor the financial activity of Western New York Independent Living, Inc. (WNYIL).	
SPECIFIC DUTIES & RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. Reconcile bank accounts and intercompany activity. 2. Assist with month end close and reporting. 3. Prepare vouchers and expenditure reports for contracts and grants. 4. Assist with the preparation for all financial audits. 5. Assist with funder and governing body reporting and tracking as needed. 6. Attend Agency's in-service training and staff meeting as well as any other Agency-related activities as required. 7. Participate in maintaining a neat, clean, and safe work environment. 8. Perform other job-related duties as assigned by the supervisor. 	
EDUCATION & TRAINING	
Associate Degree in Accounting <ul style="list-style-type: none"> • Professional and life experience may be considered in lieu of, in full or part of academic credentials. 	
KNOWLEDGE & EXPERIENCE (if required)	
<ul style="list-style-type: none"> • Minimum of six (6) months' experience in general accounting. • Experience with general accounting software. 	
SKILLS & ABILITIES	
<ul style="list-style-type: none"> • Must have intermediate level knowledge of computers including the use of Excel spreadsheets, databases, word processing and networks. • Perform in a professional, conscientious, and efficient manner for the purpose of ensuring a better quality of life for persons with disabilities. 	
WORKING CONDITIONS	
WORK ENVIRONMENT	Office
PHYSICAL DEMANDS OF THE JOB	Sitting for extended periods of time. Occasional lifting of not more than 15 pounds.
HOURS / SHIFTS	37.5 – 40 hours per week. M – F 8:30 am – 5:00 pm. Overtime rarely required.
CLASSIFICATION	Full-time, salary, non-exempt, professional staff. Salary Range: \$55,000-\$65,000
BENEFITS	Agency provided group health insurance.

	<p>Vision, dental, life, supplemental insurances available.</p> <p>PTO and paid holiday packages.</p> <p>403(b) retirement with Agency match.</p> <p>Employee Assistance Program</p>
OTHER	<p>Western New York Independent Living, Inc. values our employee safety and follows all recommended NYS required Infectious Disease Prevention Protocols.</p> <p>Western New York Independent Living, Inc. is an Equal Opportunity Employer.</p> <p>Reasonable accommodations will be made for people with disabilities.</p> <p>Western New York Independent Living, Inc. is a scent-free Agency.</p>

POSTING INFORMATION

Closing Date: June 25, 2025

Cover Letter and Resume Required to:

Human Resources Dept.
 WNY Independent Living, Inc.
 3108 Main St.
 Buffalo, N.Y. 14214
employment@wnyil.org