

**JOB OVERVIEW**

<b>JOB TITLE</b>	Senior Staff Accountant
<b>DEPARTMENT</b>	Accounting
<b>LOCATION</b>	Buffalo, N.Y.
<b>DIRECT SUPERVISOR</b>	Controller

**GENERAL JOB DESCRIPTION**

Works with the Controller in reporting, coordination, and monitoring the financial activity of Western New York Independent Living, Inc. (WNYIL). Provide assistance in all aspects of the accounting department to include, but not limited to, audits, monthly financial reports, payroll, local, State, and Federal reporting.

**SPECIFIC DUTIES & RESPONSIBILITIES**

1. Assist with funder and governing body reporting and tracking as needed.
2. Responsible for month end close, including journal entries, accruals and reporting.
3. Prepare vouchers and expenditure reports for contracts and grants.
4. Assist in the preparation for all financial audits.
5. Assist in the preparation of the Consolidated Fiscal Report (CFR) and CFR related reports.
6. Complete and/or review monthly bank and other balance sheet reconciliations.
7. Attend Agency's in-service training and staff meetings as well as any other Agency-related activities as required.
8. Participate in maintaining a neat, clean, and safe work environment.
9. Perform other job-related duties as assigned by the supervisor.

**EDUCATION & TRAINING**

Bachelor's degree in Business or Accounting

- Professional and life experience may be considered in lieu of, in full or part of academic credentials.

**KNOWLEDGE & EXPERIENCE (if required)**

- Two (2) or three (3) years of experience in accounting related responsibilities including contract and grant knowledge.

**SKILLS & ABILITIES**

- Must have intermediate level of knowledge of computers including the use of Excel spreadsheets, databases, word processing and networks.
- Must have excellent verbal and written communication skills, good organization, and analytical skills.
- Perform in a professional, conscientious, and efficient manner for the purpose of ensuring a better quality of life for persons with disabilities.

WORKING CONDITIONS	
<b>WORK ENVIRONMENT</b>	Office
<b>PHYSICAL DEMANDS OF THE JOB</b>	Sitting for extended periods of time. Occasional lifting of not more than 15 pounds.
<b>HOURS / SHIFTS</b>	37.5 – 40 hours per week. M – F 8:30 am – 5:00 pm.
<b>CLASSIFICATION</b>	Full-time, salary, exempt. Range: \$70,000-\$85,000
<b>BENEFITS</b>	Agency provided group health insurance. Vision, dental, life, supplemental insurances available. PTO and paid holiday package. 403(b) retirement with Agency match. Employee Assistance Program
<b>OTHER</b>	Western New York Independent Living, Inc. values employee safety and follows all recommended NYS required Infectious Disease Prevention Protocols. Western New York Independent Living, Inc. is an Equal Opportunity Employer. Reasonable accommodations will be made for people with disabilities. Western New York Independent Living, Inc. is a scent-free Agency.

JOB POSTING	
Closing Date: March 23, 2026	
Submit Cover Letter (Required) and Resume to:	
	Human Resources Department WNY Independent Living, Inc. 3108 Main St. Buffalo, N.Y. 14214 <a href="mailto:employment@wnyil.org">employment@wnyil.org</a>