



JOB DESCRIPTION

JOB: Staff Accountant

REPORTS TO: Controller

FLSA STATUS: Non-Exempt

SUMMARY OF POSITION:

We are seeking a Staff Accountant to perform various accounting functions including processing accounts payable invoices, cash disbursements, cash receipts and bank deposits, entering journal entries, and assisting in the monthly close process by completing reconciliations.

ESSENTIAL FUNCTIONS:

- Process and maintain documentation for accounts payable and cash disbursements
- Process and maintain documentation for cash receipts
- Complete month end reconciliations of general ledger to detail reports
- Develop and maintain spreadsheets to support accounting activity and analysis
- Maintain vendor contracts and agreements
- Reconcile credit cards statements and match receipts to transactions
- Assist with grant reporting to support reimbursement requests
- Complete reporting required by regulatory agencies as necessary
- Respond to requests for information from internal and external sources
- Perform other tasks as assigned

ORGANIZATIONAL VALUES:

BNMC is a team environment that fosters intelligent risk-taking to build a community of change makers & develop innovations that advance our city. Core values any member of the BNMC team must embrace include:

- Be inclusive and collaborative
- Drive positive change
- Work on behalf of others
- Imagine possibilities
- Act sustainably and equitably
- Teach, learn from, and respect each other
- Be passionate

QUALIFICATIONS:

- Minimum High School Diploma or equivalent
- Minimum 3-5 years of experience performing similar accounting functions
- Strong verbal and written communication skills
- Strong interpersonal skills
- Strong computer skills; proficient in Microsoft Office programs
- Ability to work collaboratively in a team environment
- Ability to maintain positive relationships with people at all levels of an organization
- Excellent administrative and organization skills
- Capable of managing multiple priorities and projects
- Detail oriented
- Effective management of assignments
- Maintain professional demeanor
- Capable of maintaining confidentiality

ABOUT THE BNMC:

The Buffalo Niagara Medical Campus, Inc. (BNMC) is the umbrella organization created in 2001 by the institutions located within the Medical Campus to address shared issues and opportunities. The BNMC is led by a dynamic team dedicated to driving positive change in our community through collaboration and urban revitalization. We support regional development beyond the Medical Campus boundaries as well as the opportunity to enhance diversity and inclusion.

Our organization fosters conversation and collaboration among our member institutions, their 16,000 employees, and the community; coordinates activities related to sustainable planning, development and enhancement of our 124-acre space; and works to create a distinct, innovative environment that provides opportunities for entrepreneurship and active and healthy living.

BNMC, Inc. is an equal opportunity employer. Interested and qualified individuals from underrepresented populations and/or who live within a 1-mile radius of the Medical Campus are encouraged to apply. The position includes competitive salary and benefits. More information on the Buffalo Niagara Medical Campus can be found at www.bnmc.org.

HOW TO APPLY:

Deadline to apply is Friday, October 12th. Interested candidates should email a cover letter (1 page) and resume to employment@bnmc.org. Please note that applications will be reviewed as they are submitted. We thank all applicants; however, only candidates selected for an interview will be contacted. No phone calls please.