



JOB DESCRIPTION

JOB TITLE: Staff Accountant

STATUS: Full Time

REPORTS TO: Controller

SUMMARY OF POSITION:

The Staff Accountant of the Buffalo Niagara Medical Campus, Inc. (BNMC) team will support the Controller with all daily, monthly, and yearly accounting tasks. Key responsibilities: (1) **Accounts Receivable** including generating monthly invoices for tenants, grant invoicing, and management of A/R systems including credit card platform, lease rate changes, and internal reporting; (2) **Accounts Payable** including managing accrual and prepaid invoices, job and location costs, and department coding; (3) **Payroll** entries including accruals, intercompany allocations, and capitalized wages as required; (4) **Month End Closing** including bank reconciliations, balance sheet reconciliation, grant, and fixed asset reconciliations; (5) **General Journal Management** including posting of ACH payments, loan and mortgage draws, and other intercompany transactions; (6) **Year End Closing** including 1099s, audit-related tasks and year-end schedules; (7) **Financial Analysis** including monthly P&L review and income and cost reviews.

ESSENTIAL FUNCTIONS:

- Perform a variety of regular and recurring accounting functions requiring professional competency
- Generate, review, analyze and communicate financial data for both accounting and department leaders
- Use judgment and professional skills in determining appropriate procedures for preparation of accounting records, research of transactions and reporting
- Concurrently perform multiple assignments
- Apply the financial policies and procedures of the company. Bring inconsistencies and problems to the attention of Controller
- Ensure accuracy and timeliness of accounts receivable and accounts payable functions
- Reconcile and manage all general ledger accounts
- Perform month and year end closing
- Create and manage grant and expense cost summaries in MS Excel
- Review lease contracts, maintain renewal and rent increase schedules
- Prepare renovation and construction reports, both internal and for grant reimbursement requests
- Create annual CAM schedules for building tenant billings
- Assist in creating Board of Directors and Finance Committee presentation packets

- Process year end 1099's
- Actively work to increase skills and knowledge
- Other duties and/or projects as assigned by Controller

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:

- Work with purpose
- See possibilities, not problems
- Be a catalyst for change
- Teach, learn from & respect each other
- Be positive and passionate
- Work on behalf of others
- Be inclusive, collaborative, and entrepreneurial

QUALIFICATIONS:

- Strong verbal and written professional communication skills
- Strong interpersonal skills
- Strong accounting skills
- Strong computer skills; proficient in Microsoft Suite programs, Word and Excel; Internet applications and
- Work effectively in a team environment
- Proven ability to maintain positive relationships with people at all levels of an organization
- Excellent administrative and organization skills
- Resourceful in obtaining needed information and resources
- Capable of managing multiple priorities and projects
- Detail oriented
- Effective management of workload with minimal direction
- Maintain professional demeanor
- Capable of maintaining confidentiality
- Bachelors degree in Accounting
- Minimum 2-4 years of experience performing similar accounting functions

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 15,000 employees, and the community; coordinates activities related to sustainable planning, development and enhancement of our 120-acre space; and works to create a distinct, innovative environment that provides opportunities for entrepreneurship and innovation.

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.

HOW TO APPLY:

Please send a cover letter and resume to employment@bnmc.org. Deadline is May 21, 2019. 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.