

The Buffalo & Erie County Workforce Development Consortium, Inc. (WDC) seeks to fill the following position:

Accountant I

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. Salary \$38,000 - \$45,000

The WDC's policies and practices relating to recruitment, employment, career development and advancement, promotion and retirement are based solely on merit, without regard to race, gender, impairment, marital status, religious/political beliefs, genetic information or other non-merit related considerations.

Please view the [complete](http://www.workforcebuffalo.org) position description with **REQUIRED QUALIFICATIONS** at www.workforcebuffalo.org .

To apply: Please submit résumé and cover letter by **2:00 p.m. on January 23, 2018** to:

Danielle Sullivan, PHR, SHRM-CP
Human Resource Coordinator
Buffalo and Erie County Workforce Development Consortium, Inc.
dsullivan@wdcinc.org