



Accountant – Buffalo, NY

National Fuel is currently seeking an Accountant for an outstanding career opportunity in the **Human Resources** department located at our office in Williamsville, NY office. National Fuel is proud to have an inclusive workplace where hard work is rewarded and promotion from within is supported. We offer exciting career opportunities for talented and ambitious job seekers and encourage you to apply today.

PRIMARY RESPONSIBILITIES:

- Ensure post-retirement benefit transactions are accounted for and review SOX testing for claims and expenses. Work with accounting and tax to develop necessary statements and reporting.
- Prepare month/quarter end accounting entries for medical accruals, nonqualified pension, COBRA, surviving spouse contributions and officer bonuses. Oversee the prescription drug rebate process.
- Manage and provide review/resolution for reconciliations between health benefit providers and the Human Resources Information System (HRIS)
- Review quarterly General Ledger reconciliations and process requests from actuarial vendor
- Annual exec compensation preparation backup, review officer fringe benefit analysis, and assist in preparation of the annual Proxy Statement.
- Assist with preparation of analysis for the department budget and quarterly projections
- Assist HRIS liaison with IT (HR and Payroll) - solve system issues, review testing of changes to be made to the system.
- Prepare monthly and quarterly HR spreadsheet journal entries. Ensure proper posting of General Ledger events against customized General Ledger distribution.
- Prepare quarterly and annual General Ledger account reconciliations.
- Review disbursements related to Medical, Prescription Drug, and other vendors.
- Assist in testing changes made in the 401(k) plans related to ongoing regulatory changes (for example - implementation of SECURE 2.0 catch-up contributions)
- Assist with ongoing 401(k) educational seminars with participants
- Assist in the distribution of employee benefit statements
- Assist with annual post-retirement benefit audit
- Assist with Deferred Compensation Plan accounting
- Assist with other special projects and assignments as necessary

MINIMUM QUALIFICATIONS:

- Bachelor’s degree in accounting/business administration
- Exceptional attention to detail and proven experience with reconciliations/auditing
- Technical savvy or background with Enterprise Resource Planning systems

PREFERRED QUALIFICATIONS:

- CPA license
- PeopleSoft experience (HR or Financials)

ABOUT NATIONAL FUEL:

National Fuel is a diversified energy company headquartered near Buffalo, NY. Our employees continue to be the most important part of our Company and have made us who we are today. We are dedicated to the communities in which we live and work and have nearly 2,000 employees in Western NY and Northwest PA.

COMPENSATION AND BENEFITS:

The base salary range for this position is \$60,500 – \$76,000.

This job posting contains a pay range, which represents the range of pay that National Fuel believes, in good faith, at the time of this posting that it might be willing to pay for the posted job. The specific base pay offered to a successful applicant will be based primarily on relevant professional experience. Other components that may be considered include: individual qualifications, licensures, industry specific experience, education and market demands for specialized skills. The pay range is subject to change at any time based on various internal and external factors. Exempt positions will also be eligible for an Annual Cash Bonus Plan.

National Fuel offers a comprehensive benefits package including the following:

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| • Medical and Prescription Drug Coverage | • Paid Company Holidays |
| • Dental Coverage | • Parental Leave for Mothers and Fathers |
| • Vision Coverage | • Tuition Reimbursement |
| • 401(k) with Company Match | • Life Insurance |
| • Company Funded Retirement Savings Account | • Long Term Disability Insurance |
| • Flexible Work Schedule | • Flexible Spending Account |
| • Paid Time Off | • Charitable Giving Programs |
| • Annual variable bonus program | |

HOW TO APPLY

Any candidate offered a position with National Fuel will be required to successfully complete a pre-employment drug test. For confidential consideration, **please submit your resume and cover letter (preferably in PDF format) by September 15, 2025, to**



jobs@natfuel.com. Please reference position “25-053NY –Accountant” in the subject line of your email. Attachments with a .docm extension will not be accepted.

National Fuel is a proud equal employment opportunity employer. We believe our differences makes us all better, pushing us to look at things differently while enriching our own personal life experiences. That’s why we’re committed to building a diverse workforce and an equitable and inclusive work environment.

We celebrate diversity and do not discriminate based on race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, disability, veteran status, or any other legally protected basis.