



Job Title: Accounting Assistant

Job Description:

The Advance Albany County Alliance, LDC, based in Albany, New York, is seeking a skilled Accounting Assistant to assist in managing and supporting the Alliance's various economic development entities and its broader mission to foster sustainable growth in Albany County. The Accounting Assistant is responsible for providing support to the CFO, performing various tasks to ensure efficient operations. The role includes maintaining financial records, processing transactions, preparing reports, and assisting with audits and budgets.

The Accounting Assistant will report directly to the CFO of Advance Albany County Alliance. The ideal candidate is organized, energetic, and can stay on top of multiple tasks and deadlines at the same time. They should also be proficient in Quickbooks, Microsoft Office 365 and have excellent communication skills.

Key Responsibilities:

- Assists the CFO with monthly financial duties and completes a broad variety of tasks that include:
 - Accounts Payable
 - Financial Reporting
 - Budget Preparation
 - Assist with Audits
 - Monthly Journal Entries, Reconciliations
 - Assist with Payroll
 - Assist with transactions in Loan Software
 - Time and Activity Reporting
- Maintenance of Various Insurance Policies
- Support CFO with special projects and ad hoc reporting
- Assists colleagues as necessary.

Qualifications:

- Experience with accounting/bookkeeping principles
- Proficiency in Excel
- Proficiency in QuickBooks
- Outstanding communication and time management skills
- Strong attention to detail and accuracy
- Presents themselves in a professional manor and is comfortable interacting directly with senior leaders and elected officials



- High school diploma; BS/BA in accounting or relevant field is preferred

Salary and Benefits: Salary range is \$55,000-\$65,000 commensurate with qualifications and experience. AACA has an excellent benefits package, including generous health, dental, leave, and 401K.

Applications: Please submit a resume and cover letter to Antionette Hedge, Executive Assistant to CEO at Advance Albany County Alliance at ADukes-Hedge@advancealbanycounty.com

Advance Albany County Alliance, LDC is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. We are committed to providing employees with a work environment free of discrimination and harassment.