



**JOB POSTING**

## **Accounting/Administrative Assistant**

Columbia Economic Development Corporation  
Hudson, New York 12534  
518.828.4718 | [www.columbiaedc.com](http://www.columbiaedc.com)

**Application Deadline: November 20, 2020**

**Job Type: Part-time, 16 hrs/week**

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### **Summary**

Columbia Economic Development Corporation (CEDC), Columbia County's lead economic development organization, is seeking an Accounting/Administrative Assistant to join our in-house team in Hudson, NY.

### **Education/Experience Requirement:**

- Associate Degree plus two-years experience

### **Qualifications**

- Exceptional communication skills
- Detail-oriented
- Ability to work independently as well as part of the team
- Superior analytical abilities and organizational skills
- Capacity to take direction and to multi-task.

### **Responsibilities**

Under the supervision of CEDC's bookkeeper, the Accounting Assistant Responsibilities include, but are not limited to:

- Receive, match, ensure proper approval of and process invoices and statements
- Scan/email loan invoices and follow up on past due loan payments
- Assist with Accounts Payable processing using QuickBooks
- Maintain a filing system for accounts payable and accounts receivable documentation
- Assist with the annual submission of required reports to NYS using PARIS (Public Authorities on-line Reporting Information System)
- Assist with the NYS required independent audit

Under the supervision of CEDC's Administrative Supervisor, the Administrative Assistant Responsibilities include, but are not limited to:

- Review Hudson IDA, CEDC, Columbia County Capital Resource Corp & IDA websites for postings on a regular basis, including permanent postings, compliance posting, meeting postings. Compare to 'sent' postings, as well as list of required compliance postings maintained in CEDC's log book. Review the actual postings, to ensure accuracy.
- Assist with the development of the website postings.
- Assist with distribution of documentation to the various Boards during the year that are required for NYS Compliance.
- Set up and maintain filing: Meeting books, Projects, etc
- Meetings - Serve as Backup minute-taker. Creating file notes for cancelled meetings.

**Must have experience in using:** Microsoft Office (Outlook, Word and Excel) and QuickBooks Accounting software.

**Other tools helpful to know (not required):** Downhome Loan Manager, Loan-tracking software

## Hours

9AM-1PM (3-4 days/week) PART-TIME

## Pay

Based on Experience ranging from \$15-\$18/hr

## Application Procedures

All interested persons meeting the minimum qualifications are encouraged to submit a Cover Letter and Resume by EMAIL ONLY to:

Lisa Drahushuk - [ldrahus@columbiaedc.com](mailto:ldrahus@columbiaedc.com)

**APPLICATIONS MUST BE RECEIVED BY: NOVEMBER 20, 2020 AT 4:00 PM**

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*Columbia Economic Development Corporation provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or military status in accordance with applicable federal laws. In addition, Columbia Economic Development Corporation complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

November 2020