

Job Description

Date: March 2025
Title: Finance Assistant
Organization(s) Genesee County Industrial Development Agency dba Genesee County Economic Development Center (GCEDC)
Reporting to: CFO

- **Financial Management:**

- Responsible for accounts receivable and accounts payable functions.
 - Generating checks and obtaining appropriate signatures.
 - Generating invoices for loan and rent payments due to each entity.
 - Prepare bank deposits and transfers of funds.
 - Ensure proper internal controls are followed for cash receipts and disbursements.
- Maintain petty cash records.
- Reconciliation of monthly bank statements.
- Preparation of monthly financial statements.
- Maintain contract tracking binder.
- Prepare/assist with grant draw requests and general grant administration.
- Maintain/update grant tracking worksheets.
- Complete special projects and analysis as required.

- **Operations:**

- Managing, organizing, scheduling and maintaining information for the office.
- Create board meeting agendas, distribute to board members and document minutes.
- Maintain policy binder and updates.
- Assist in gathering and entering information into the Public Authorities Reporting Information System (PARIS) as required under PAAA, GML and OSC regulations.

- **Administrative:**

- Organize meetings – send notices, invitations – track attendance.
- Maintain/organize board meeting approvals ensuring proper administrative follow through.
- Maintain compliance section of website (board meeting documents, project information, policies and reports).
- Special assignments including off-site errands and other tasks assigned by the CFO and Operations Manager.
- Back-up administrative support to team:
 - Answering, forwarding, taking telephone messages.
 - Greet and/or screen visitors for the appropriate team member.
 - Receiving and distribution of mail – prepare and send bulk mailings.
 - Data entry.
 - Maintenance of equipment inventories.