

Order Number:

NY1522476

Date Job Order Received:

01/22/2025

Number of Openings:

1

Company Name:

Development Authority of the North Country

Job Title:

Administrative Specialist

Minimum Experience Required:

2 Years

Job Description:

Job Summary: The Administrative Specialist delivers essential administrative support to management and division staff, focusing on the daily operations of the Authority divisions. This role involves performing specialized tasks tailored to the unique needs of the Authority divisions. Duties/Responsibilities: Data and Billing Management: Manage customer billing by processing invoices, handling service orders, reconciling payments for projects, and applying necessary taxes and credits. Use the Asset Management program to upload invoices and assign cost. Procurement and Financial Administration: Complete procurement tasks including requesting quotes, setting up vendors, assisting with RFPs and bids, handling MWBE documentation, creating and managing purchase orders, processing accounts payable invoices. Use the Asset Management program to upload invoices and assign costs. Contract and Vendor Management: Assist with maintaining revenue-based contracts, including correspondence, contract management, and filing. Administer payments and reports, maintain vendor accounts, handle correspondence related to meeting, and managing vendor relationships. Document and Records Management: Index, scan, organize, and retrieve documents from electronic and hard copy filing systems. Manage and maintain active and inactive division files, and handle records management responsibilities. Training and Travel Coordination: Register personnel for training and education courses, complete necessary forms, process payments, and arrange travel and lodging as needed. Administrative Support: Perform general clerical tasks including photocopying, faxing, mailing, and managing office equipment maintenance. Prepare correspondence, reports, and presentations using MS Office and Adobe Acrobat. Open, sort and distribute incoming mail and parcels, answer and screen phone calls, and direct facility visitors. Customer Service Coordinator Backup and Cross-Training Support: Provide backup support to the Customer Service Coordinator by participating in cross-training initiatives to ensure seamless operations, assist with customer inquiries, order processing, and issue resolution, and provide coverage during peak times, vacations, or unplanned absences. Agency Reporting: Submit reports, applications, and communications to NYS agencies as requested. Additional Duties: Perform related duties to support the overall operations and objectives of the Authority. Qualifications (Knowledge, Skills and Abilities): Proficient in use of Microsoft Office (Word, Excel, and Outlook) and strong computer skills. Knowledge of accounting software, database operations and office equipment. Excellent verbal and written communication skills. Ability to work independently and

possess excellent organizations skills. Ability to use good judgment and decision-making ability, problem solving skills, and attention to detail and accuracy. Ability to manage, adjust, prioritize varied workload based on such factors as work objectives, schedule, and customer needs. Ability to work with a variety of internal and external customers. Education: Associate Degree in Business Administration, or related field required. Bachelors degree preferred. Professional Certification/Licenses: Notary Public License preferred. Experience: Five years of experience in procurement, billing, and accounts management is preferred. An equivalent combination of education, training and experience may be Pre-employment Physical Exam and Drug Test Required: Yes

Job Location:

Rodman, New York 13682

Pay:

\$46809.00 - \$56171.00 Yearly

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Not Specified

Shift

Not specified.

Public Transportation:

Not specified.

Minimum Education Required:

Associates Degree

Driver Licenses, Including Endorsements:

Class: Class D (Operator)

Endorsements:

How to Apply:

To apply, contact the employer by: Internet or Phone

Phone: Lagattuta, Regina (315) 661-3200

Web-site: <https://danc.bamboohr.com/careers/97>