



Business & Finance Assistant – Part-Time

Schedule: Part-Time, 24 hours per week

Department: Business Services

Reports to: Director of Business Services

About the Position

The Erie County Board of Developmental Disabilities is seeking a dependable, detail-oriented **Business & Finance Assistant** to join our Business Services team.

This position supports the day-to-day financial operations of the Board, including accounts payable and receivable, financial reporting, purchase orders, contracts, billing, and account reconciliation. The ideal candidate is organized, comfortable working with numbers and financial information, and able to work both independently and as part of a team.

What You'll Do

- Prepare and reconcile financial reports, invoices, vouchers, payments, and other financial documents.
- Track accounts, contracts, purchase orders, grants, and donated funds.
- Research and resolve billing and payment discrepancies.
- Assist with month-end and year-end financial processes.
- Review financial and client records for accuracy.
- Record and verify checks and cash.
- Monitor and reconcile petty cash.
- Respond to auditor requests and provide financial information as needed.
- Provide backup support within the Business and Administration departments, including providing front desk coverage as needed.
- Provide professional and responsive customer service to staff, community partners, and individuals and families served by the Board.
- Maintain confidentiality and follow Board policies and procedures.

What We're Looking For

- Associate degree.
- Three years of accounting experience.
- Government accounting experience preferred.
- Knowledge of county government accounting systems and basic knowledge of social service systems.
- Valid driver's license.
- Strong organizational and multitasking skills.
- Excellent communication and problem-solving skills.
- Ability to work independently and as part of a team.
- Ability to review financial information and data for accuracy and compliance.

Pay/Benefits

- Pay Range: \$14.95-\$24.00 per hour per bargaining unit contract
- OPERS Public Employee Retirement System
- Paid Sick, Holiday, Personal and Vacation time