

## Job Summary

**Company:** New York Business Development Corporation  
**Location:** Albany, NY  
**Industries:** Financial Services  
**Job Type:** Employee - Full Time  
**Title:** Staff Accountant

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### About the Company

New York Business Development Corporation (NYBDC) provides creative financing to small businesses to promote opportunity, prosperity, economic growth and entrepreneurship. At NYBDC, we are consistent in our goal to be creative in our underwriting. In many cases NYBDC financing solutions include participations, SBA guarantees, flexible amortization and long-term payouts on loans approved and funded.

### About the Job

The Staff Accountant is responsible for providing accounts payable and accounts receivable support.

### Duties and Responsibilities:

- Responsible for performing basic bookkeeping skills, including
- Collecting payments from clients
- Processing A/P
- Posting entries to the General Ledger

### Position Specifications and Requirements:

- Bachelor's Degree in accounting, finance or related field
- 3+ years of accounts payable/ receivable experience
- Proficient with Excel
- Knowledge of MAS 90, preferred
- Excellent verbal and written skills
- Strong analytical skills
- Ability to work independently

Resumes can be emailed to: [tdatello@nybdc.com](mailto:tdatello@nybdc.com)

We will give consideration to and provide training for veterans interested in an accounting career provided the applicant has completed at least two years of college with an accredited institution.

We are an Equal Opportunity Employer and comply with all applicable federal, state and local laws regarding nondiscrimination. We provide equal opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability or protected veteran status.