



Job Title: Paralegal/Compliance Specialist

Job Description:

The Paralegal will play a critical role in ensuring the accurate and timely submission of all filings and reports required under the rules and regulations of the New York State Authority Budget Office (ABO). This individual will work closely with the leadership and legal counsel of the organizations to support regulatory compliance, maintain accurate records, and streamline processes across the entities.

Key Responsibilities:

1. Regulatory Compliance:

- Ensure all filings required by the NYS Authority Budget Office for Albany County Industrial Development Agency (ACIDA), Albany County Capital Resources Corporation (ACCRC), Advance Albany County Alliance LDC (AACALDC), Albany County Business Development Corporation (ACBDC), and Albany County Pine Hills Land Authority (ACPHLA) are accurate, complete, and submitted on time.
- Maintain up-to-date knowledge of New York State Authority Budget Office (ABO) rules and regulations, as well as any other applicable state or federal compliance requirements.

2. Reporting and Filings:

- Assist in the submission of annual budgets, financial reports, audits, and procurement reports to the New York State Authority Budget Office (ABO) and other oversight entities.
- Assist with public reporting requirements for Public Authorities Reporting Information System (PARIS), including disclosures under the Public Authorities Accountability Act (PAAA) and Public Authorities Reform Act (PARA).

3. Document Management:

- Organize and maintain records of resolutions, contracts, financial statements, and other key documents to ensure compliance with New York State Authority Budget Office (ABO) regulations.
- Develop and implement systems to track deadlines for compliance-related activities.
- Maintain websites to ensure proper documentation is posted.

4. Policy Development and Oversight:

- Assist in drafting and updating compliance-related policies and procedures for each organization.
- Review board meeting minutes and resolutions to ensure adherence to legal and regulatory requirements.

5. Support to Counsel and Leadership:

- Provide paralegal support to General Counsel and other legal staff in compliance-related matters.



- Coordinate with external auditors, consultants, and legal advisors to ensure accurate reporting.
- 6. **Stakeholder Communication:**
 - Serve as a liaison with the New York State Authority Budget Office (ABO) and other regulatory bodies to address inquiries, provide documentation, and ensure compliance-related matters are resolved efficiently.
 - Assist in responding to Freedom of Information Law (FOIL) requests and public inquiries related to compliance.
- 7. **Training and Awareness:**
 - Develop and deliver training programs for board members, staff, and stakeholders to promote awareness of New York State Authority Budget Office (ABO) regulations and compliance responsibilities.

Qualifications:

- **Education:** Bachelor's degree required; Paralegal certification preferred.
- **Experience:** Minimum of 3 years of paralegal or compliance experience, preferably in public authorities, industrial development agencies, or government entities.
- **Knowledge:**
 - Strong understanding of the NYS Authority Budget Office rules and regulations.
 - Familiarity with the Public Authorities Law and related compliance obligations.
 - Experience with document preparation, reporting, and regulatory filings.
 - Experience with economic development agencies
- **Skills:**
 - Excellent organizational and time management abilities.
 - Strong attention to detail and accuracy in record-keeping.
 - Proficiency in Microsoft Office Suite and legal document management software.
 - Strong written and verbal communication skills.
- **Other Requirements:** Ability to work collaboratively with leadership and stakeholders while maintaining discretion and professionalism.

Salary and Benefits: Salary range is \$60,000-\$80,000 commensurate with qualifications and experience. AACA has an excellent benefits package, including generous health, dental, leave, and 401K.

Applications: Please submit a resume and cover letter to Amy Thompson, Chief Financial Officer at Advance Albany County Alliance at athompson@advancealbanycounty.com

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