



Opportunities, Inc.

Job Title: Accounting Specialist

Salary: \$22.00 plus full benefits

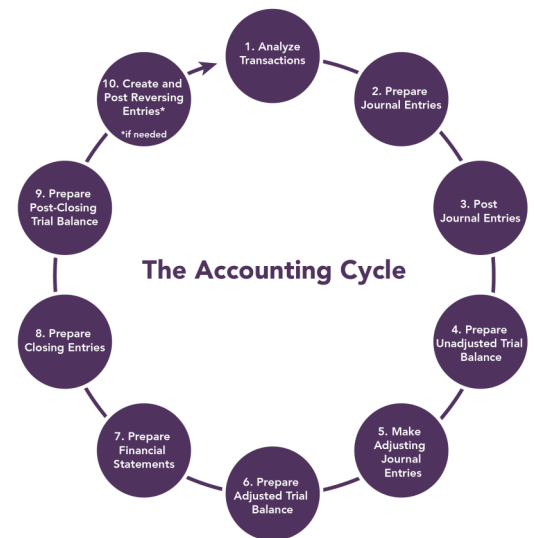
JOB OPENING ANNOUNCEMENT – STAFF/ PUBLIC

March 15, 2023 — March 21, 2023 or until filled



Overall Responsibilities/

1. Maintaining books of original entry.
2. Maintaining information for financial reports.
3. Maintaining and posting from journals to ledgers.
4. Maintaining and preparing trial balances at the end of each month.
5. Assist in budgeting process and projecting costs.
6. Assist with all audits.
7. Payment of accounts payable.
8. Various reporting procedures.
9. Preparing payroll.
10. Acts for accounting supervisor in his/her absence.
11. Reconciling bank statements when assigned.
12. Maintain staff attendance files.
13. Maintain agency accounting files, including complex spreadsheets, accounting system and manual files.



Qualifications:

1. Associate's degree and 2-3 years fund accounting experience preferred. Bachelor's degree would be a plus.
2. Ability to type accurately as appropriate to the job requirements.
3. Ability to use 10-key calculator, personal computer.
4. Knowledge of data base, word processing and spread sheet software.
5. Accurate writing, spelling and vocabulary.
6. Skills in general office procedures.
7. Must be bondable.
8. May be required to attend occasional out of town, overnight training.

An Opportunities, Inc. Employment Application must be completed for consideration. You may request a complete job description by calling 406-761-0310, or stop by 905 1st Ave. North, Great Falls, MT, 59401. Applications accepted until 4:00p.m., March 21, 2023 or until filled. "EOE" M/F"

Applications may be faxed to (406) 315-3139. Scanned pdf applications may be emailed to hr@gfoppinc.org or you may mail applications to Opportunities, Inc., PO Box 2289, Great Falls, MT, 59403, Attention: HR Department.