



Opportunities, Inc.

Accounting Specialist

Positions open
*July 9th and close July
24th at 12:00 PM.*

Pay: 23.76 per hour

What You Will Do:

- perform a variety of accounting functions
- assist in preparing payroll
- reconciling bank statements when assigned
- maintain Agency accounting files
- various reporting procedures

What We Are Looking For:

- Bachelor's degree and 2-3 years fund accounting experience preferred
- Ability to type accurately
- Ability to use 10-key calculator
- knowledge of data base, word processing and spreadsheet software

Why You Will Love Working With Us

- Monday through Friday schedule
- Supportive, team-centered work environment
- Full benefits package
- Paid training and professional development
- Sick and Annual leave
- Supportive and mission-driven team environment

Apply Today

1100 1st Ave North, Great Falls
oppincchanginglives.org
hr@gfoppinc.org

Opportunities, Inc. is an Equal Opportunity Employer.

Make a difference every single day.

