



Opportunities, Inc.

Payroll, Accounts Payable, Bookkeeping

Join our Fiscal Department and make a difference every single day.



Pay: \$23.76 per hour



Applications open August 4 and close August 21 at 12:00 PM



Why You Will Love Working With Us

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



What You Will Do

- Process accounts payable
- Payroll Processing
- Maintain accounting records and files
- Help with reconciliations and reporting
- Support audits and other fiscal functions



What We Are Looking For

- Experience in payroll, accounts payable, bookkeeping, accounting, or financial recordkeeping
- Strong attention to detail and accuracy
- Ability to maintain confidentiality
- Experience with spreadsheets, word processing, and standard office technology
- Good organizational and time management skills
- Relevant education, training, and work experience will be considered
- A bachelor's degree is not required



Apply Today



1100 1st Ave North,
Great Falls



oppincchanginglives.org



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Opportunities, Inc. is an Equal Opportunity Employer.
Reasonable accommodations are available during the application and hiring process.



Make a difference every single day.

