

Accounting Specialist II – Pro Action of Steuben and Yates, Inc. has an opportunity for a dedicated individual to join our Fiscal Department as our Accounting Specialist II.

Working closely with other Fiscal staff, the Accounting Specialist II is responsible for payroll and accounts payable processing as well as producing reports for agency management and finding expenses. Proficiency with Excel and Word is required and experience working in a grant funded environment and with GMS accounting software is helpful.

The Accounting Specialist II must be dedicated and maintain a high level of accuracy and attention to detail. Must be highly organized and be able to communicate clearly and effectively, both verbally and in writing. Excellent listening skills are necessary for efficiently addressing any problems that may arise.

The Accounting Specialist II position requires an Associate Degree in Accounting. A comparable level of education and experience may be considered.

Please apply by April 30, 2018 by submitting a letter of interest, resume, completed [employment application](#) and copies of unofficial transcripts to: Human Resources, Pro Action of Steuben and Yates, Inc. 117 E. Steuben St. Bath, NY 14810 or email to: Jobs@proactioninc.org EOE.