
Business Specialist

PAY RATE: \$19.07 - \$26.54 Starting Pay=\$19.07

LOCATION(S): Belmont, NY

WORK YEAR: 12- Months

WORK HOURS: Monday - Friday 8-3:30 pm. Occasional weekends and/or evening hours

JOB SUMMARY: Provides trainings and technical assistance on grant opportunities and best business practices to regulated child care programs in Allegany, Cattaraugus, and Wyoming Counties. Ensure child care professionals utilized and have access to available funding streams and meet business practice goals.

QUALIFICATIONS: Associate Degree in Early Childhood Program Administration, Business management, or related field or the equivalent combination of education and experience

EXPERIENCE: Experience facilitating trainings, outreach and working with persons of varying ethnic and educational backgrounds. Strong communication and computer skills needed.
Preferred: Experience with operating a child care center or family child care home based program. Knowledge of NYS Office of Children and Family Day Care Regulations.

- ACCORD BENEFITS:**
- This is a full-time twelve-month position.
 - Choice of 2 medical plans (co-pay or high deductible with health savings account option)
 - Dental and vision insurance plan options, generous leave time (up to 4 weeks in the first year of employment)
 - 13 paid holidays (11 holidays and 2 floating holidays)
 - Opportunity to contribute to a 403(b)-retirement plan upon hire with a 5.5% employer match
 - Professional development advancement opportunities

JOIN OUR TEAM!

-BE A PART OF OUR STORY-



**SUBMIT COVER
LETTER, RESUME,
& ACCORD
APPLICATION TO:**

MAIL: TRINA LAFLEUR, HR DIRECTOR
ACCORD CORPORATION
P.O. BOX 573 | 84 SCHUYLER STREET
BELMONT, NY 14813
EMAIL: tlafleur@accordcorp.org
FAX: 585-268-7607

Everyone is welcome here. We are actively seeking diverse candidates to join the ACCORD team and encourage applications from candidates of color. ACCORD is an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran, or disability status.