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www.AlleganyArc.org

Michael Damiano
Chief Executive Officer

- JOB POSTING -

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Business Information Systems Specialist

HOURS: Full Time – 36 Hours
(days and hours will be discussed during interview)

The Business Information Systems Specialist reports to the Director of Business Information Systems and is responsible for assisting the Director with managing, implementing, and enhancing software systems across all agency functions. The position will support and or administer information systems, provide instruction and advice to system users, and analyze problems and issues associated with the Agency's information systems. This person should possess software knowledge as well as a creative approach to problem solving.

Associate degree in Information Systems, Accounting, or Finance plus three years' experience or comparable background or a Bachelor's degree in MIS, Accounting, or Finance and one year of experience. Must have proven success with software implementation or project management, strong analytical skills, and a strong understanding of business information flows, especially regarding non-profit operations. Must have excellent written and oral communication skills. Must have a valid driver's license.

LETTER OF INTEREST TO: Heather Pease
Allegany Arc
50 Farnum Street
Wellsville, NY 14895
*(*please include phone number and best time to call)*

DEADLINE: Accepting applications until position is filled.

Allegany Arc is dedicated to providing the highest quality opportunities for people with special needs and their families.

Allegany Arc is an equal opportunity provider and employer.