

AJFC COMMUNITY ACTION AGENCY, INC.

POSITION OPEN

ACCOUNTS PAYABLE CLERK

An Associate Degree in Accounting or related field is preferred, a minimum of two years experience in business environment and data entry skills; other education may be considered with strong relevant work experience. Strong attention to detail and accuracy is required. Must be able to multi-task and be well organized. Knowledge of Agency's accounting software (GMS) or strong computer skills is a plus.

Duty Station: Administrative Office

Candidates who are interested in this position **Must** send their **cover letter, resume, three letters of reference and proof of Diploma** to:

**Human Resource Department
AJFC Community Action Agency, Inc.
P. O. Box 3011
Natchez, MS 39121**

Deadline for this position is **Close Of Business (COB) November 20, 2018**

"AN EQUAL OPPORTUNITY EMPLOYER"