

**AJFC Community Action Agency, INC.**

## **Open Position**

### **Payroll Clerk**

Payroll Clerk: Summary/Objective: The Payroll Clerk is an entry level position and provides primary support to the Chief Financial Officer (CFO). In this role, you will be required to maintain payroll information by collecting, calculating, and entering data using GMS software. This role will require excellent attention to detail, accuracy, confidentiality and the ability to work in a team environment in addition to the below responsibilities.

**Requirements:** Associate or Baccalaureate degree in Accounting or Business Administration preferred. Experience: At least one year of experience related to the described duties. Accounting, clerical, computer technology skills, office management/typing skills, communication proficiency, ability to prioritize, telephone skills and personal effectiveness/credibility.

**Duty Station: Administrative Office**

**Closing Date/Time: Friday 07/22/19 11:59 PM Central Time**

Candidates who are interested in the above listed positions MUST mail their cover letter, resume, three letters of reference, proof of Degree with **Official Transcript**, and/or High School Diploma/GED and any other listed items for each position above.

**Official Transcripts** should be emailed to [zthomas@ajfcaaa.org](mailto:zthomas@ajfcaaa.org)

**Zadier Thomas, Human Resource Manager**

**AJFC Community Action Agency, INC.**

**P.O. Box 3011**

**Natchez, MS 39121**

**Fax 601.442.9572**

*"AJFC Community Action Agency, INC. in an "Equal Opportunity Employer"*