

## **POSITION ANNOUNCEMENT**

**POSITION:** **ACCOUNTS PAYABLE CLERK**

**DEPARTMENT:** **Business Office/Accounting Department**

**TERM OF EMPLOYMENT:** **12 Months**

**APPLICATION DEADLINE:** **April 25, 2008**

**QUALIFICATONS:** **Must have technical proficiency in basic computer skills. Working knowledge of People Soft functionality would be a plus. Must possess excellent communication skills both written and oral and a keen desire to provide excellent customer service.**

**JOB DESCRIPTION:** **Review vendor statements in order to accurately and timely issue payment of same.**

**Maintain orderly documentation of accounts payable.**

**Prepare monthly expenditure reports for Board of Trustees review.**

**Promote and ensure good vendor relationships.**

**Resolve any purchasing irregularities.**

**CONTACT INFORMATION:**

**All qualified candidates must submit a completed Jones application for employment which is available online at [www.jcjc.edu](http://www.jcjc.edu), a cover letter, current resume and copies of transcripts of all college work completed and contact information for 3 professional references to:**

**Linda Pressly, Human Resources Manager  
Jones County Junior College  
900 South Court Street  
Ellisville, Ms 39437**

**Phone: (601) 477-4058  
Fax: (601) 477-4017  
linda.pressly@jcjc.edu**

**Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/Section504) Katie Murphy, ADA Coordinator, Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-4028; (Title IX) John M. Carter, Title IX Coordinator, Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-4161.**

**Jones County Junior College is not responsible for any individual's misuse of computer resources.**

**The College Reserves the Right to Change Policies Stated Herein When Necessary**