



**Accounting Clerk**

Department: Finance  
Classification: **Non-Exempt**  
Status: **Full-Time**

Reports To: Finance Specialist  
Dates of (2nd) Posting: 09/18/2024 – 09/25/2024  
Salary: **Contact Human Resources**

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**GENERAL FUNCTIONS:**

Performs a variety of accounting functions in accordance with company and government guidelines and regulations.

**MINIMUM QUALIFICATIONS:**

Education:

Post-Secondary degree in Accounting, Business Administration or related field. Directly related experience may substitute on a year-to-year basis.

Experience:

Two years of experience in a work related field.

Days/Hours: Monday – Friday; 7:45 AM – 4:45 PM

**Job Description:**

- Establishes and monitors the implementation and maintenance of accounting control procedures.
- Performs accounting and auditing functions, developing data for periodic operating statements and management information in compliance with company and government regulations.
- Reviews account coding and classifications for Accounts Payable and Payroll.
- Ensures all Purchase Requisitions, including Recurring Purchase Requisitions are entered by employees in Costpoint on a timely basis.
- Processes invoices and ensures on-time payment.
- Ensures accurate and appropriate recording and analysis of revenues and expenses.
- Provides assistance to internal & external audit functions.



821 Highway 51 South  
Batesville, MS 38606  
Telephone: 662.563.4656  
Facsimile: 662.563.1644  
Toll Free: 800.733.5627

**LICENSE OR CERTIFICATIONS:**

A valid Driver License is required with an acceptable driving record.

Interested applicants may forward a resume and appropriate credentials to:

Finch-Henry Job Corps Center  
Attn: Human Resources  
pittman.lucy@jobcorps.org  
Visit our website at  
<https://www.etrky.com/career-center/>  
An Equal Opportunity Employer  
M/F/ Veterans/Disability

