

POSITION AVAILABLE

CRESC Business Office: Assistant Bookkeeper/Accounts Payable Clerk

Preferred Qualifications:

- Five or more years of current experience in Cooperative or district level bookkeeping including coding expenditures and accounts payable
- Knowledge of APSCN E-Finance
- Ability to work under the constraints of budgeted expenditures and revenues
- Experience in inventory control
- General knowledge of Human Resource Management
- Excellent people skills
- Excellent organization and attention to details
- Superior phone skills

Contract Length: 12 Months

Salary: Based on qualifications and experience

Interested parties should email Cathy Murrell, Executive Administrative Assistant CRESC at cmurrell@crmail.k12.ar.us. The Crowley's Ridge Educational Service Co-op is an equal opportunity employer.

Serving Public Schools in:

Craighead County: Bay, Brookland, Buffalo Island Central, Jonesboro, Nettleton, Riverside, Valley View - **Crittenden County:** Earle, Marion - **Cross County:** Cross County, Wynne - **Jackson County:** Newport - **Mississippi County:** Armorel, Blytheville, Gosnell, Manila, Osceola, Rivercrest - **Poinsett County:** East Poinsett County, Harrisburg, Marked Tree, Trumann

"AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER"