



COMMUNITY ACTION OF SOUTHERN KENTUCKY INC.

POSITION	LOCATION	PROGRAM
Payroll/Accounting Position	Warren County	Finance

Closes: Open Until Filled Full-time position available with our Finance Program in Warren County providing support to the Accounting Department. Duties and responsibilities include assistance with the maintenance and processing of payroll and benefits, accounts payable, cash receipts, general journal entries, general ledger, annual audit, and reconciliation of subsidiary schedules.

Qualifications: Minimum qualifications for this position are an associate's degree in Accounting, Finance (or related field) or at least two (2) years of experience in an accounting related position; or any equivalent combination of education, training and experience which provides the knowledge, skills, and abilities for the position.

Salary: Salary will be based on education and experience, and position includes an excellent benefit package.

Application Process: For immediate consideration, you will need to submit a resume, with a cover letter indicating salary history to the address and/or e-mail below, or you may apply in person at the following Community Action locations:

921 Beauty Avenue
Bowling Green, KY 42101

E-mail: resume@casoky.org

www.casoky.org

Note: Internal candidates will need to complete an internal application and return to Central Office.