



Helping People. Changing Lives.

Bolivar County Community Action Agency, Inc.

Eastgate Center, Suite 120

810 East Sunflower Road

Cleveland, MS 38732

Phone: 662-846-1491

Fax: 662-843-0173

Email: capdir@bolivarcaa.org

Elnora Littleton

Executive Director

Head Start/ Early Head Start Director

TO: THE GENERAL PUBLIC

FROM: LAVERNE FRANKLIN – INTERIM HUMAN RESOURCE DIRECTOR

RE: JOB VACANCIES

DATE: JANUARY 21, 2021

**Please be advised that there is a job vacancy in the Bolivar County
Community Action Finance Department as listed below:**

1 – INVENTORY ACCOUNTANT

Duties and Responsibilities

- Monitors and maintains current inventory levels
- Processes purchasing orders as required
- Tracks orders and investigates any billing issues
- Responsible for the development and the disbursement of information as it relates to the bidding process
- Records purchases, maintains inventory database, and performs physical count of inventory
- Assist in the reconciliation of other agency financial accounts

MINIMUM QUALIFICATIONS:

BS Degree in Accounting/Business Administration or a related field; and three years' experience working in the accounting field.

DEADLINE:

Cover letters along with Resumes can be sent to dataclk@bolivarcaa.org. The deadline for applying is February 5, 2021



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Please be advised that there is a job vacancy in the Bolivar County Head Start Program as listed below:

1 – COMPUTER INFORMATION TECHNOLOGIST

Duties and Responsibilities

- Set up workstations with computers and necessary peripheral devices (routers, printers etc.)
- Check computer hardware to ensure functionality
- Install and configure appropriate software and functions according to specifications
- Develop and maintain local networks in ways that optimize performance
- Ensure security and privacy of networks and computer systems
- Provide orientation and guidance to users on how to operate new software and computer equipment
- Organize and schedule upgrades and maintenance without deterring others from completing their work
- Perform troubleshooting to diagnose and resolve problems
- Thorough knowledge of computer software and hardware and a variety of internet applications, networks and operating systems.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Computer Science, Information Technology or a related field; and three years' experience working in this area.

Master's Degree in Computer Science, Information Technology or a related field; and two years' experience working in this area.

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Please be advised that there is a job vacancy in the Bolivar County Head Start Program as listed below:

1 – ASSISTANT COOK – ROSEDALE HEAD START CENTER

Duties and Responsibilities

- Assists with the preparation and serving of two meals and one snack to all enrollees along with teaching staff, using menus which provide the basic nutritional needs.
- Assist in Preparing all meals and snacks using menus and “Recipes for Childcare Centers” provided by Nutrition Director.
- Assist with menu substitutes, when necessary, ensuring that meal guidelines are met.
- Assist in making sure sufficient quantities of food are prepared and meals are served family style.
- Assist in maintaining and submitting copies of request for food needed.
- Assist in receiving and checks all food deliveries.
- Assist with food production book in making sure it is correct.
- Assist in maintaining and submitting records of meals served to children, staff and volunteers.
- Assist in Preparing and submitting the Child Care Food Service Report.
- Attends and participates in workshops requested and approved by Center Services Coordinator and Nutrition Director.

QUALIFICATIONS:

Must be able to read and write with understanding; have two years’ experience in preparation and serving foods in bulk quantities; and must have a certificate of completion in Serve-Safe Food Certification.

DEADLINE:

Cover letters along with Resume can be sent to dataclk@bolivarcaa.org. The deadline for applying is February 5, 2021