

[](http://www.bing.com/images/search?q=Head+Start+Logo&view=detail&id=7781EFEDFEA616F9BC6C17C351A5238DFE907140&first)

**Bolivar County Community Action Agency, Inc.**  **Elnora Littleton**

**Eastgate Center, Suite 120** Executive Director

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**TO: THE GENERAL PUBLIC**

**FROM: LAVERNE FRANKLIN – INTERIM HUMAN RESOURCE DIRECTOR**

**RE: JOB VACANCIES**

**DATE: MARCH 18, 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 and References can be sent to dataclk@bolivarcaa.org. The deadline for applying is April 2, 2021.**