



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

**Eastgate Center, Suite 120** Executive Director

**810 East Sunflower Road**  Head Start/ Early Head Start Director

Cleveland, MS 38732

Phone: 662-846-1491

Fax: 662-843-0173

Email: capdir@bolivarcaa.org

 **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.**