



**COMMUNITY ACTION OF SOUTHERN KENTUCKY INC.**

<b>POSITION</b>	<b>LOCATION</b>	<b>PROGRAM</b>
<b>Accounting Associate</b>	<b>Warren County</b>	<b>Finance/ARRA</b>

**Closes: Open Until Filled**

Full-time position available with our Finance Program in Warren County providing support to the Accounting Department and Finance Director. 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 or Business with at least three years accounting experience, and excellent organizational skills. Prior purchasing experience is also highly desirable.

**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:

921 Beauty Avenue  
P.O. Box 90014  
Bowling Green, KY 42102-90014

200 East Fourth Street  
Bowling Green, KY 42101

171 Center Street  
Bowling Green, KY 42101

E-mail: [aroution@casoky.org](mailto:aroution@casoky.org)

[www.casoky.org](http://www.casoky.org)

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

**EOE**

**M/F/D/V**

**Posted: 9/4/2009**