

**COMMUNITY ACTION PARTNERSHIP
HUNTSVILLE/MADISON & LIMESTONE COUNTIES INC.**

POSITION VACANCY

Date: December 20, 2022

JOB TITLE: Accounting Specialist

CLOSING DATE: Continuous

BEGINNING SALARY: Negotiable

QUALIFICATION STATEMENT: THE APPLICANT MUST POSSESS:

- Any combination of education and/or experience in the field of accounting and/or bookkeeping
- Minimum of three (3) years of experience
- Know the accepted principals of bookkeeping and the maintenance of financial records.
- Use office type adding machines, calculators and computer terminals in a proficient manner and performance free of material errors
- Strong verbal, written, and interpersonal skills
- Ability to organize, manage and control workflow; ability to meet deadlines
- Must possess a valid Driver's License

A complete Position Description and an application may be picked up at the CAPHMLC office – 3516 Stringfield Road, Huntsville, AL 35810, or website: www.caa-htsval.org
Applications and resumes may be emailed to rgoodridge@caa-htsval.org

APPLICATIONS ARE ACCEPTED ONLY. NO PHONE CALLS PLEASE.

"An Equal Opportunity Employer"