Position Announcement- Accounting/IT Administrative Assistant
Mississippi Food Network
Jackson, MS

POSITION SUMMARY
This position is responsible for providing daily administrative support to the Chief Financial Officer and the Accounting/Technology team.

RESPONSIBILITIES

• Must be familiar with and abide by all AIB regulations and food safety compliance
• Provide general administrative and clerical support including mailing, scanning, and faxing
• Maintain electronic and hard copy filing system
• Perform data entry and scan documents
• Assist staff with minor technology issues
• Assist in resolving any administrative problems
• Run company errands as needed
• Maintain grant status report
• Scan checks for deposits into operations bank account
• Prepare and modify documents including correspondence, reports, drafts, memos, and emails
• Assist with department audits
• Must complete work in a timely manner
• Must be audit ready at all times
• Other duties as assigned

QUALIFICATIONS

• Associate degree in accounting/finance (or equivalent) or high school diploma (GED) with a minimum of 1-2 years in office support environment including data entry, processing, and administrative support
• Excellent written and verbal communication skills, ability to work with a diverse group of people, commitment to food banking and MFN’s mission to end hunger in Mississippi
• Computer proficiency in Word, Excel, PowerPoint, and Outlook
• Knowledge of the operation of general office equipment; fax, copier, etc.
• Ability to handle multiple projects simultaneously
• Ability to complete work in an accurate, effective, and timely manner
• Computer proficient in Ceres Navision software is a plus, but not required

Apply: Applications are accepted by email or mail. Send your resume to Human Resources, Mississippi Food Network

- humanresources@msfoodnet.org with the subject line “Accounting/IT Administrative Assistant”
- PO Box 411, Jackson, MS  39205

We are an equal opportunity employer