

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