

Accounting Specialist- Marshalltown

Responsible for accounts payable activities, processing of purchasing requests, cell phone procurement, and billing. Provides assistance for the purchasing of supplies, materials and equipment for the agency. Requires high degree of accuracy. **\$14.00 per hour, 40 hours per week.**

Required: High School Diploma or equivalent. Two years of experience in accounting, auditing, budgeting, payables or other closely related financial experience.

Preferred:

- AA degree in business or closely related field

Closing Date: Open until filled.

Visit www.micaonline.org for full description. Send, fax or email cover letter and resume to: MICA, 1001 S. 18th Avenue, Marshalltown, IA 50158; 641-352-5020; jobapp@micaonline.org or complete application at above address. Position is open until filled. EOE