



Position Opening Accounting/HR Assistant

The Missouri Community Action Network (CAN) seeks a detail-oriented person proficient in MS Office applications, with the ability to multi-task. In a team-oriented environment, s/he will assist the Fiscal Director in the accounting and human resources aspects of the Missouri CAN office. Knowledge of QuickBooks Accounting Software is a plus. The Accounting/HR Assistant must possess excellent organizational, interpersonal, and communication skills, and a desire to make a difference helping people and changing lives. Post high school, vocational, technical or business school preferred with emphasis in accounting or human resources required along with 1-2 years prior experience. We offer a competitive salary and an excellent benefit package in a family friendly work environment. Submit your resume and application (found at www.communityaction.org/our-team) via email to info@communityaction.org.