

Accounting Technician

South Central Planning & Development Commission is seeking an Accounting Technician. The Accounting Technician's main duty is to handle processing small batches of payables, data entry, balancing various spreadsheets & statements, running errands and assist with other office related task. The individual should possess a high school diploma and have 2 years' minimum similar work experience. They must also possess a valid driver's license and clean driving record. The ideal candidate would be proficient in Microsoft Office (specifically Excel and Word). This is a full-time, hourly position with permanent status and fringe benefits. Starting pay will be approximately \$16.00 - \$20.00 an hour depending on experience. Benefits include health/dental/vision/life insurance, retirement, paid holidays, vacation & sick leave. SCPDC is an EOE/ AAE

Resumes will be accepted until filled. Send resume to: SCPDC Acct Tech PO Box 1870, Gray, LA 70359 or email to: employment@scpsc.org