

MERIDIAN COMMUNITY COLLEGE

**is seeking candidates for the position of
Accounts Payable/Purchasing Specialist
Vacancy 37-20**

Qualifications:

- Associate degree required and/or three to four years related experience
- Microsoft Office proficiency preferred
- Strong customer service and organizational skills required
- Assist faculty and staff with purchasing questions
- Assist vendors with payment questions
- Generate purchase orders
- Process invoices for payment

Application requirements:

- MCC application form
- Two letters of professional reference
- Copies of all transcript (educational work)

Job closes Nov. 3, 2020. Applications may be sent via email, fax or mail to the Business Office, Hardin Hall, Meridian Community College, 910 Highway 19 North, Meridian, MS 39307. 601.581.3508; 601.484.8701 (fax); hr.mcc@meridiancc.edu

Meridian Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in admission or access to, or treatment or employment in its programs and activities. Compliance with Section 504 is coordinated by Deanna Smith, dean of Student Services, 910 Highway 19 North, Meridian, MS 39307. 601.484.8895, fax: 601.8635, email: dsmith40@meridiancc.edu. Compliance with Section Title IX is coordinated by Derek Mosley, social science instructor, Smith Hall, 910 Highway 19 North, Meridian, MS 39307. 601.553.3435, fax: 601.484.8635, email: dmosley@meridiancc.edu