

Institute of Community Services, Inc.

ICS, Inc. has the following position available:

ICS Central Office **Accounts Payable Clerk II**

Qualifications:

Accounts Payable Clerk II – This position requires a Bachelor degree in business or related field and five years' experience.

NO APPLICATION WILL BE ACCEPTED WITHOUT A CERTIFIED COPY OF TRANSCRIPT.

Application may be requested beginning Thursday, June 27, 2024, through the ICS website: www.ics-hs.org; download an application, insert (declaration page) and (3) character reference forms on the employment link tab under Human Resources; or you may stop by our ICS Central Office located at 210 West Valley Avenue, Holly Springs, MS. hours are from 8:00 a.m. to 5:00 p.m. Monday - Thursday. The deadline for application is Monday, July 8, 2024.

Salary Ranges:

Accounts Payable Clerk II
\$20.992 - \$32.913

Outstanding Benefits:

Health Insurance (agency pays 90%)
Retirement (agency pays 6% to 10%)
Sick Leave
Paid Leave
Paid Holidays

ICS, INC. IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, SEX, NATIONAL ORIGIN, RELIGION, AGE, OR DISABILITY.