

Accounts Payable/Purchasing Specialist

Western U.P. Health Department is seeking an experienced, full-time Accounts Payable/Purchasing Specialist to perform the agency's accounts payable, purchasing, fixed asset, and inventory functions in their Hancock office.

Qualifications include: a background in accounting with one or more years of experience in payables is required; an associate's degree in business or a related field, or an equivalent combination of education and experience; comprehensive knowledge of computers and a variety of common software applications with excellent keyboarding skills; organizational skills with the ability to work independently and under time constraints with a high data volume. The ideal candidate is a proactive, problem-solver who can identify opportunities for automation and innovation.

Starting wage: \$16.48/hr. to \$18.24/hr.

Send cover letter and resume to: HR@wuphd.org

E.O.E.