

The Employment Opportunities for Students link on the Dyersburg State web page is provided as a service to the community. Employers seeking to post a job announcement should contact the Counselor/Career Services Coordinator, Carmen Pfeifer, at pfeifer@dsc.edu or call 901-475-3137.

Employers are solely responsible for their postings. DSCC is not responsible for any employment decisions made by any entity posting jobs on this site. DSCC has sole discretion to restrict postings on this site. DSCC does not make any representations regarding the accuracy or validity of the information posted by employers and does not endorse any business or organization. Job announcements that contain inaccurate, false, or misleading information or material that exploits people or appears to be posted solely to solicit personal information will be refused at the discretion of the site manager. Announcements containing information that is irrelevant to the job opportunity being presented will be refused.

Job Title:

Bookkeeper/Administrative Assistant

Business/Location:

Dyersburg, TN

Responsibilities include but are not limited to:

- Document processing
- Accounts payable
- Accounts receivable
- Bank reconciliations
- Monitor customer service representative financial entries
- Attend weekly department meeting

Requirements:

- Organizational skills and effective time management to succeed in a semi-autonomous, fast-paced environment
- Aptitude for Microsoft Excel and macros

Benefits:

- Major medical insurance, dental insurance, long-term disability, short-term disability and life insurance
- Company match 401k
- Rewards health & wellness program
- Fitness center membership reimbursement
- Reimbursement for work related licenses, certifications and training
- Highly visible leadership & open-door company culture
- Incentives for community volunteer work
- 8 Paid holidays
- Annual company-wide recognition event
- 5-Day employee appreciation

To apply:

Email resume to mary.ham@whiteins.net

Do you need help developing a resume or cover letter? Could you use some tips to prepare for an interview? Contact Ms. Carmen Pfeifer, Counselor/Career Services Coordinator at 901-475-3137 or email pfeifer@dsc.edu. Check out the DSCC [Career Counseling](#) webpage. Upload your resume to www.jobs4tn.com.