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 Career Counselor, Carol Pham, at cpham@dssc.edu or 901-475-3105. Or, employers can contact the Counselor/Career Services Coordinator, Carmen Pfeifer, at pfeifer@dssc.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: Full-time Servpro Accounting/HR Position, Newbern**

**Business/Location:** 104 E. Hwy 77, Newbern, TN 38059

**Requirements:**

- High School diploma/GED
- Associate degree in accounting preferred or strong background of 2-3 years bookkeeping experience
- 3+ year(s) of experience with QuickBooks Pro® (most recent versions) and Microsoft Office Suite
- 2+ years of experience with bookkeeping and collection activities
- Outstanding written and verbal communication skills, including proper pronunciation and grammar, and a consistently courteous and professional tone of voice at all times
- Polite, confident, and excellent customer service skills, including listening and questioning skills
- Excellent organizational skills and strong attention to detail
- Very self-motivated and goal-oriented multi-tasker
- Capability to work in a fast-paced, team-oriented office environment
- Ability to learn new software, including Xactimate® and proprietary software
- Ability to successfully complete a background check subject to applicable law

**Responsibilities include but are not limited to:**

- Maintain accurate records, create financial reports and perform analysis using QuickBooks®
- Monitor and maintain inventory and fixed assets
- Maintain tax, insurance, and financial and HR compliance requirements
- Maintain vendors, resources, and subcontractors
- Complete accounts payable and accounts receivable activities, to include collections
- Coordinate and administer payroll and benefits and other HR administrative support
- Perform technology setup, backups, protection, and tracking
- Gather and coordinate hardware and software requirements

**Contact Information:** Jonathan Bell at jbell@servpro5727.com or 1-731-627-6251

**Send Resume to:** jbell@servpro5727.com

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@dssc.edu. Check out the DSCC Career Counseling webpage. Upload your resume to: www.jobs4tn.gov.