

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 email the Career Counselor, [Carol Pham](#), or call 901-475-3105. Or, employers can email the Counselor/Career Services Coordinator, [Carmen Pfeifer](#), 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: 15-20 hours a week (with potential for growth), Simple Accounting & Payroll, Amy K., Baltimore, CPA Inc., Covington

Business/Location: 1706 Hwy 5 South, Covington, TN

Requirements:

- Preferred, someone pursuing a career in Accounting.
- Preferred: Interested in growth with the CPA firm, becoming involved with clients, and being introduced to tax planning in the future with the firm.
- Must display excellent customer service skills, by phone, email, and in-person.
- Knowledge of basic computer skills.
- Preferred knowledge of Excel (not required).
- On-the-job training provided.

Responsibilities include but are not limited to:

- Data entry
- Scanning documents
- Journal entries
- Payroll responsibilities
- Flexible hours to work with your DSCC class schedule.

Contact Information: Amy K. Baltimore, CPA at amy@amybaltimorecpa.com

Send Resume to: www.amybaltimorecpa.com.

- Include a selfie video answering, "How would you 'rock' this job?"

Do you need help developing a resume or cover letter? Could you use some tips to prepare for an interview? Email the Career Counselor, [Carol Pham](#), or call 901-475-3105, or email the Counselor/Career Services Coordinator, [Carmen Pfeifer](#), or call 901-475-3137. Check out the DSCC [Career Services](#) website.