

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: Full-time Accounts Payable/Receivable & Office Manager, Hurt Seed Company, Halls, TN

Business/Location: Hurt Seed Company, Inc., 1210 Industrial Rd, Halls, TN

Requirements:

- Must have computer skills.
- Must have attention to detail.
- Must be organized.
- Must have customer service skills.
- Knowledge of QuickBooks is **preferred** but not required.

Responsibilities include but are not limited to:

- Make bill payments and deposits.
- Reconcile bank statements.
- Provide new hire orientation.
- Manage supply orders.

Contact Information: Shelby Hurt, [Shelbie Hurt email](#) 731-413-0129

Send Resume to: [Shelbie Hurt email](#)

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.

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