

Available Position: AP Supervisor

Hiring Department: Finance

Duties of Position:

Oversee the overall day to day accounts payable functions. Prepare analysis of accounts as required; Prepare monthly accrual list for financial preparation

Qualifications: Must have Account Payable Supervisory experience. Must have the ability to obtain a work permit issued by the Mississippi Gaming Commission. General knowledge of book keeping terminology and methods; general knowledge of standard office procedures, practices and equipment; some knowledge of routine accounting principles; ability to maintain complex financial records and to prepare reports and statements; ability to make mathematical computations quickly and accurately; ability to post accounts with speed and accuracy; ability to operate efficiently a variety of office machines; must have good computer skills.