



Man-Tra-Con Corporation is working with a local employer to fill the following position:

Job Title: Accounts Payable Clerk (DK-080719-01)

Location: Marion, Illinois

Salary: TBD

Job Description

TCT Network is seeking candidates for a full-time Accounts Payable Clerk position at our Network Television Production Headquarters in Marion, Illinois. Candidate will provide financial, administrative and clerical support to the organization. The accounts Payable Clerk's role is to verify, reconcile invoices and process payments. Work schedule is Monday through Friday, from 8:00 a.m. to 5:00 p.m. If you have a great passion for helping to promote the gospel, and bring a team-oriented, hardworking professional approach to the workplace, they have an outstanding job opportunity waiting for you!

Requirements

High School diploma or GED is required. Associate's degree and 2 years' experience in Accounting is preferred. A degree in Finance, Business or Accounting is a plus. Computer spreadsheet application and word processing skills, along with good written and verbal communication skills, are needed.

How to Apply

This employment opportunity is available at no cost to you! For immediate consideration, apply in person at TCT Ministries, Inc., 11717 RT 37 N, Marion, Illinois 62959, between 9:00 a.m. and 4:00 p.m., Monday through Friday. You may also go to their website at <http://www.tct.tv>, download the application and voluntary survey form, and submit via e-mail to: mlj@tct.tv

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