



Scioto Paint Valley Mental Health Center

Serving Fayette, Highland, Pickaway, Pike, and Ross Counties

Administrative Offices

P.O. Box 6179, 4449 State Route 159

Chillicothe, Ohio 45601 • (740) 775-1260 • Fax: (740) 775-0292

www.spvmhc.org

Accounts Payable/Purchasing Agent/Payroll Assistant – Central Administration

We are seeking a skilled Accounts Payable/Purchasing Agent/Payroll Assistant to join our dynamic team. This position is responsible for our Center's accounts payable and purchasing as well as providing backup for the Accountant/Payroll Administrator by assisting with payroll preparation and performing a variety of accounting duties. This position will also assist the Accounts Receivable Billing Manager with other duties as needed.

Site Location: 4449 State Route 159, Chillicothe, Ohio

Hours of Work: 40 hours per week.

Minimum Requirements: High school diploma or GED; and three years related experience and/or training; or equivalent of education and experience. Associate's degree is desirable. Payroll experience is desired. Valid Ohio driver's license and use of personal car.

Salary: Based upon education and experience.

Benefits:

- Medical with Teladoc
- Dental/Vision
- Short Term/Long Term Disability
- Life Insurance
- 403(b) Retirement Plan with Progressive Company Contribution
- Employer Qualified for PSLF Program

Scioto Paint Valley Mental Health Center is an equal opportunity employer.

Interested candidates must email or fax a letter of intent and updated resume to the Human Resources Department apply@spvmhc.org or 740-775-0292
When submitting via email, subject line must read: Accounts Payable/Purchasing Agent/Payroll Assistant - Central Administration



Selected Programs Accredited