



Fort Peck Community College
 PO Box 398
 605 Indian Ave
 Poplar, MT 59255
 406-768-6300

Job Title:	Gift Shop Manager	Position Type:	Full Time - Permanent
Location:	Titoka Tibi	Date Closing:	Until Filled
Fax or E-mail resume to: (406) 768-6301 or KSears@fpcc.edu	Mail: Kylee Sears, HR Manager Fort Peck Community College P.O. Box 398 Poplar, Montana 59255 768-6315	Submit the following for employment: 1. Letter of Interest 2. FPCC Application 3. Resume' 4. College Transcripts 5. 3 Letters of Reference	

Job Description

Requirements:

- Experience in Quick Books
- Retail Experience
- Excellent ability to perform all accounting functions
- Good time-management skills
- Must be able to work with a variety of individuals
- Working knowledge of all standard accounting operating procedures and principles

Educational Qualifications:

- Degree in Accounting or Finance

For more Information, contact Rose Atkinson at 406-768-6317.

~All new applicants are subject to a Pre-Employment Drug Screening & Background Check~