**JOB LISTING**

The Calhoun Cleburne Children’s Center has an opening for the position of Office Manager. The candidate must possess a good working knowledge of Excel and Accounting Software and have excellent oral and written communication skills. Job duties include answering phones and scheduling appointments, creating files on clients, creating financial spreadsheets and budgets, requests for funds on various grants, as well as some grant reporting. Interested parties, please submit a resume and cover letter to Elaine Young at e.young@cchildrenscenter.org.