**Accountant – Starting salary $35,000**

* Summarize and extract information from corporate and other systems
* Publish reports regarding orders, backlogs, sales, margins, and operating/manufacturing expenses
* Provide monthly account/department analysis, staff department support, and budgeting

**Communications Specialist – Starting salary $28,000**

* Research, write, and edit news, feature articles, and promotional copy for publications
* Develop and implement an internal/employee communications program
* Serve as a liaison for news media

**Human Resources Manager – Starting salary $30,000**

* Develop and implement human resource policies, compensation, and benefits programs
* Manage the administration of human resource functions
* Ensure compliance with all federal and state employment laws and regulations

**Editor – Starting salary $30,000**

* Analyze manuscript and suggest improvements
* Edit manuscript, proofread, and check copy for accuracy
* Develop production schedules and subcontract with vendors