



JOB SUMMARY ~ BUSINESS OFFICE

ACCOUNTING SERVICE REPRESENTATIVE – PAYROLL & BENEFITS

- The Accounting Service Representative must be at least 18 years of age, or older, and have a High School diploma. Must be in good mental and physical condition and willing to work with various people. Must have knowledge of HR & accounting principles. Have various correspondence skills, telephone procedures, filing procedures, computer skills, etc. Must be able to meet the public, and the ability to carry out good public relation duties. Must have knowledge in using office equipment and supplies. Must have sincere desire to work with residents, staff, visitors and family members,

ACCOUNTING SERVICE REPRESENTATIVE – A/R

- The Accounting Service Representative must be at least 18 years of age, or older, and have a High School diploma. Must be in good mental and physical condition and willing to work with various people. Must have knowledge of accounting principles. Must have knowledge in typing, various correspondence work, telephone procedures, filing procedures, computer skills, etc. Must be able to meet the public, and the ability to carry out good public relation duties. Must have knowledge in using office equipment and supplies. Must have sincere desire to work with residents, staff, visitors and family members.

ADMINISTRATIVE ASSISTANT ~ PAYABLES

- The Administrative Assistant must be at least 18 years of age or older, and have a High School diploma. Must be in good mental and physical condition and willing to work with various Department Managers. Must pose knowledge of accounting principles, typing, various correspondence work, telephone procedures, filing procedures, etc. Must be able to meet the public, and the ability to carry out good public relation duties. Must pose knowledge in using office equipment and supplies. Must have a sincere desire to work with residents, staff, visitors and family members. Must have basic computer skills and customer service skills

