

Job Summary: Member of the business office team that will ensure efficient operation of the office. Supports managers and employees through a variety of tasks related to organization and communication.

Qualifications:

A. Education/Other-

- Must be at least 18 years of age or older and have a High School diploma.
- Must have knowledge of accounting principles.
- Must have knowledge in using office equipment and supplies.

B. Personal-

- Must be in good mental and physical condition and willing to work with various people.
- Have various correspondence skills, telephone procedures, filing procedures, computer skills, ect.
- Must be able to meet the public, and the ability to carry out good public relation duties.
- Must have sincere desire to work with employees, residents, visitors and family members.