

**ARDEN WOOD, INC.
POSITION DESCRIPTION**

Department	BUSINESS OFFICE
Position Title	STAFF ACCOUNTANT – ACCTS RECEIVABLE, BILLING
Report To	DIRECTOR OF FINANCE
	<input type="checkbox"/> EXEMPT <input checked="" type="checkbox"/> NON-EXEMPT
EDUCATION & EXPERIENCE	<ul style="list-style-type: none"> ◆ High School and/or some college ◆ 2 years experience with Accounts Receivable billing preferred
SKILLS & QUALIFICATIONS	<ul style="list-style-type: none"> • Computer skills – Proficiency with Quickbooks (or similar accounting software), MS Word, Excel, and database input ◆ Able to prioritize, organize and complete work in a timely manner ◆ Accuracy and attention to detail ◆ Telephone and interpersonal skills ◆ Customer service orientation ◆ Business writing skills ◆ Professional appearance ◆ Member of The Mother Church preferred
ESSENTIAL FUNCTIONS	<ul style="list-style-type: none"> • Responsible for producing monthly A/R billing for all accounts • Inputs data on daily, weekly and monthly basis – all customer charges and payments – into Quickbooks • Produces supporting documentation for Christian Science nursing services using Excel • Supports Patient Account Coordinator by inputting daily nursing patient charges and setting up accounts • Responsible for maintaining accuracy of meal recording database, daily input and producing monthly reports • Interfaces with employees and residential customers • Serves customers at Cashier’s Window by accepting cash and credit card payments, cashing checks or handling petty cash • Responsible for preparing annual rent increase letters as well as leases for new associates • Acts as Front Desk reception backup • Collects past due accounts when necessary • Performs other duties as assigned
PHYSICAL REQ.	
SUPER’Y DUTIES	None