**TITLE: Accounts Receivable Clerk**

**REPORTS TO: Director of Finance**

**METHOD OF PAY: Hourly**

**PURPOSE OF POSITION:**

The primary purpose of your job position is to monitor all Accounts Receivable functions relating to residents of Magnolia Manor, Inc. and as may be directed by the Director of Finance. As the **Accounts Receivable Clerk**, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

**KEY STRENGTHS AND REQUIREMENTS**

* Must be able to read, write, speak, and understand the English Language.
* Must possess the ability to make independent decisions when circumstances warrant such action.
* Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies and procedures, etc., that are necessary for providing sound accounting techniques.

**EDUCATION:**

Must possess, as a minimum, a High School Diploma.

**EXPERIENCE:**

Must have, as a minimum, 2 years’ experience in general accounting and data processing skills.