

## Job Description – Assistant Office Manager

Part Time Position Average 20 hours a week Monday – Thursday

- Customer Service
- Maintain Financial Records (QuickBooks)
- Collect and receive Customer Payments
- Enter payments in QB
- Electronically deposit checks
- Make manual deposits
- Process incoming bills and prepare checks
- Send monthly statements, and overdue notices
- Collect Mail
- Monitor and update customer accounts
- Coordinate with other entities to track move in and outs
- File monthly reports to state and prepare financial reports for Board
- Coordinate with Auditor's for annual audit
- All other duties as deemed necessary