



## Financial Community Support Specialist

Genesis Development in Boone is looking for a qualified candidate to fill the full time position of Financial CSS.

This person needs to be effective in working with our folks in the SCL hourly program. They need to be detail oriented, comfortable working with accounts and numbers, and willing to learn the SSA rules around representative payee accounts.

Staff will be responsible for setting up the budgets per individual, making sure the bills are paid on time, and receipts filed; will be actively out in the community working with people in their homes and the community. They need to be able to work effectively with the Supervisor and staff who does data entry with all accounts into the Quicken program. Timeliness and meeting deadlines are an essential skill.

We are looking to fill this position as quickly as possible. In house staff can let Teresa Miller know directly of their interest in the position in writing. Others can send their application to [boonejobs@gendeviowa.com](mailto:boonejobs@gendeviowa.com). If you have questions please contact Teresa Miller at 515-432-7288 or [TMiller@gendeviowa.com](mailto:TMiller@gendeviowa.com)

Genesis Development is a Federal Contractor and EEO/AAP Employer. Women, minorities, veterans and individuals are encouraged to apply. Genesis is an EEO Employer.