



Accounting Assistant

Genesis Development is accepting applications for a full-time Accounting Assistant for a high volume business office located in Boone, IA. Duties include accounts receivable, data entry, reconciliation and general office duties.

HS Diploma or Equivalent required, prior accounting experience preferred. Experience with Microsoft Office required; experience with Microsoft Dynamics a plus. Full benefits package including vacation, sick, holiday, health, life, dental and vision insurance.

Applications available online at www.genesisdevelopment.com

Submit applications to boonejobs@gendevelopment.com or to Whitney at the Boone office.

Genesis Development is a Federal Contractor and an Affirmative Action Employer. Women, Minorities, veterans, and individuals with disabilities encouraged to apply.