



Financial Assistant

Genesis Development is accepting applications for a full-time Financial Assistant for a high volume business office located in Boone, IA. Duties include but are not limited to: billing of mental health services, records processing, payroll processing, preparing financial statements, assisting with budgets and medical flex processing.

HS Diploma or Equivalent required, prior accounting experience preferred. Experience with Microsoft Office Suite is 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@gendeviowa.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 are encouraged to apply.