



Good Shepherd Lutheran Services

Enhancing the Quality of Life in Our Community

JOB SUMMARY – BUSINESS OFFICE

Accounts Receivable Representative and Accounts Payables/Payroll Representative:

- Must possess some knowledge of accounting principles, computer skills, various correspondence duties, telephone procedures, filing procedures and good customer service skills. Must be able to meet the public, and the ability to carry out good public relation duties. Must possess some knowledge in using office equipment and supplies. Must have sincere desire to work with residents, staff, visitors and family members.

P.O. Box 747~800 Home Street, Rushford, MN 55971~507-864-7714~FAX 507-864-7714~www.goodshep@acegroup.cc

Good Shepherd Lutheran Home ~ Good Shepherd Childcare ~ Good Shepherd Senior Apartments

Independent Living Care ~ Bremmer Suites

Striving to be your provider and employer of choice



Equal Opportunity Employer

