

Work Study Job Description

Job Title	Accounting Assistant
Organization Name	Right At Home
Job Location	Seattle/Northgate
Address	11222 Roosevelt Way NE Seattle WA 98125
Pay Rate	\$11.00 - \$13.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Ben Solomon
Phone Number	206-774-1100
Email Address	ben@rahseattle.com
Website	

Nature of Organization
Right At Home is a healthcare agency which provides assistance in the home ranging from basic companionship and homemaking services, to skilled nursing services such as wound care, medication management, and home intravenous administration.
Duties and Responsibilities
We are looking for an Accounting Assistant who can provide support in the areas of: Accounts receivable, QuickBooks data entry, billing services, and general administrative duties.
Minimum Qualifications
Completion of 200-level accounting courses, general understanding of confidentiality issues surrounding medical and accounting records, and a positive attitude. Administrative and QuickBooks experience is preferred.
Educational Benefits
Practical experience in the accounting functions required to operate a small business, QuickBooks experience, and practice of the accounting cycle within a monthly/quarterly/annual basis.
How to Apply
Contact Renee at 206-774-1100