



The Arc of Central Alabama Job Posting

Job Title: Business Office Clerk	Job Code: SA12112019
Department: Business	FLSA Status: Non-Exempt
Reports to: Senior Accountant	
Work Schedule: Monday-Friday 8am – 4:30pm	

Job Duties: Perform administrative and clerical functions to support supervisors; process multiple bank deposits for various accounts as needed; prepare reports for Medicaid, Social Security, and other government entities; data entry, HUD contract compliance and leasing; perform other related accounting duties as needed.

Essential Job Duties: Manage multiple requests and prioritize appropriately; attention to detail and prompt follow up; excellent organizational and interpersonal skills; must be responsive to multiple deadlines and apply critical thinking principals.

Knowledge, Skills and Abilities Required: Must be proficient in Excel; able to prioritize and hand multiple tasks; self-starter. Experience with HUD, Medicaid, and Social Security is a plus.

Machines, Tools, Equipment, Software and Hardware: phone, computer, office equipment, Microsoft Office suite

Physical Requirements: Exerting up to 10 pounds of force occasionally, ability to lift, carry, push, pull or otherwise move objects, including human body. Sedentary work involves sitting most of the time.

Email resume to: jobs@arcocentralalabama.org or complete application and apply in person at:

The Arc of Central Alabama

5348 Oporto Madrid Blvd S

Birmingham, AL 35210

Office hours: 7:30 a.m. – 4:00 p.m