



### **JOB DESCRIPTION # 86.3**

**TITLE:** Ancillary Support Professional

**FUNCTIONAL TITLE:** Accounting Associate

**JOB CATEGORY:** Administrative Support Staff

**REPORTS TO:** Chief Financial Officer

**SCOPE:** This position is responsible for the coordination of all services related to federal / state Personal Care Attendants, Section 8 Housing supports, and food stamps for individuals receiving supports through Seven Hills Foundation subsidiaries and other identified provider agencies.

#### **QUALIFICATIONS:**

- High School Diploma Required with Bachelor's degree in related field preferred.
- Excellent calculation and organizational skills required.
- Valid Driver's license required.
- Proven expertise in Microsoft Office; including Word and Excel.

**SCHEDULE:** This is a part time position with hours scheduled as programmatic needs dictate. This position requires occasional travel.

#### **RESPONSIBILITIES / OBJECTIVES:**

- To attend specific job related trainings/meetings as required.
- To maintain current certification as required.
- To uphold the courtesy protocol of returning all correspondence to individuals, family member and funding sources within twenty-four (24) hours.
- To perform other duties as required or directed.

**EXPECTATIONS:**

- To carry out all responsibilities professionally and efficiently.
- To work in harmony and in support of all the operating Affiliates of the Seven Hills Foundation.

**PHYSICAL REQUIREMENTS:** Ability to drive. Ability to lift 35lbs. on occasion.

**STATUS:** Non-Exempt

**STATE CONTRACT CROSS-REFERENCE TITLE:**

I have read and understand my job description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

Rev. 06/08