

RECEPTIONIST/BOOKKEEPER

Samaritan Community Center – Rogers (1211 W. Hudson Rd.)

Samaritan Community Center is looking for a full-time Receptionist/Bookkeeper. 36 hours a week. The Receptionist/Bookkeeper will be acting as the first contact for clients, volunteers, and donors who call or walk into the doors of the Samaritan Community Center and must be able to interact with every person with empathy and respect. This person must have the ability to answer the multi-line phone system with efficiency and pleasantly. This position will require excellent listening and communication skills, the ability to handle information confidentially/discretely, and excellent organization/multitasking abilities while maintaining accuracy and efficiency. This position requires extensive knowledge and experience with Microsoft Office and bookkeeping entry with QuickBooks.

Minimum qualifications and experience:

3+ years of bookkeeping experience with QuickBooks
Experience with a multi-line phone system
Strong computer skills and experience with Microsoft Office
Excellent listening and communication skills
Detail orientated
Bilingual Preferred

Pay: \$16.00 - 18.00 based on experience

Hours: Monday - Thursday 8:30am-4:30pm and Fridays 8:30am-12:30pm

Benefits: 9 paid holidays, 2 weeks' vacation accrued starting immediately with increase at 3 years, Health Insurance, Short-term Disability Insurance, Life Insurance, 401K/401K matching plan and employee discount.

Ready to apply? Click APPLY and complete our online application at www.samcc.org/job-opportunities. Or submit your resume directly to our HR Manager, Rachel Petree, at rpetree@samcc.org.

**Our mission at the Samaritan Community Center is to “serve the hurting and hungry of Northwest Arkansas with dignity and compassion”.*