

Job Qualifications: (Experience, Knowledge, Skills and Abilities)

- ✓ High school diploma or G.E.D. equivalent
 - ✓ Experience in Allscripts
 - ✓ Intermediate skill level in Excel
 - ✓ Intermediate skill level in other Microsoft software and programs with the ability to manipulate files
 - ✓ Ability to communicate (orally and in writing) in a professional manner
 - ✓ Ability to work in conjunction with other employees and business associates
 - ✓ Ability to maintain an established work schedule to ensure dependability, accuracy of work quality, and a harmonious, consistent work environment
 - ✓ Payroll certification a plus
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Equipment Operated:

Telephone	Computer	Printer
Mail Machine	Copier	Scanner/Fax
Credit card machine	Calculator	Other office equipment as assigned

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