



# Administrative Assistant/Bookkeeper

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Park Hill Residence Assisted Living is excited to announce a new part-time Administrative Assistant/Bookkeeper position on their team who will be responsible for filing, expense allocation, basic bookkeeping, and phone/reception duties 10-15 hours per week, with flexible scheduling during the business day. This is an ideal position for a stay-at-home parent or part-time worker who needs a daytime, flexible schedule.

## Key duties include:

- Answering phones, greeting visitors and residents requesting assistance from the business office
- Making copies, scanning, filing
- Allocating expenses and data entry into Excel spreadsheets
- Assisting with scheduling as needed
- Additional projects as assigned by the Administrator

## Qualified candidates will have:

- Intermediate skills with Excel, Word and Outlook
- Great customer service
- Basic knowledge of bookkeeping, filing and quick to learn new systems
- High school diploma or equivalent

## Expected Hours of Work:

- Part-time, between 10-15 hours per week
- Schedule is flexible during business hours Monday through Friday

You will love working in our Park Hill location in a historic Denver building just blocks from City Park. Every one of our employees is a critical part of our success. Will you be the next one to join our team? Please apply today by emailing your resume to [jobs@seniorhousingoptions.org](mailto:jobs@seniorhousingoptions.org).

## Our Mission:

**“Providing and Promoting Quality, Affordable Housing & Caring Supportive Services for Older Adults in Colorado.”**  
Senior Housing Options, Inc. is a nonprofit organization serving low income adults in our Assisted Living and Apartment Living communities.