

**Asbury Communities, Inc.
Human Resources Department**

Position Openings Dated: 01/18/2012

Asbury Associates applying for an internal position must have:

- Minimum 6 months service in your present position
- Good record of attendance and punctuality
- No recent disciplinary action (1 year)
- Strong performance record

Please email resumes to Jessica Potts at ACommRecruiter@asbury.org to be considered.

JOB TITLE	JOB CRITERIA	POST DATE	SHIFT TIMES	STATUS	#	DEPT/LOCATION
Accountant I	<p><u>The Successful Candidate Will:</u></p> <ul style="list-style-type: none"> • Prepares customer invoicing for all TAG entities. • Prepares journal entries on a monthly basis with supporting documentation for responsible entities. • Prepares monthly reconciliation schedules for major balance sheet and income statement accounts for responsible entities. • Assists with monthly financial statement preparation. • Assists with annual independent audit. • Assists with annual budgeting process. • Provides support/recommendations for efficiencies and effectiveness as noted in the Finance area, as well as improving internal controls. 	01/18/2012	Day	Full Time	2	Asbury Communities/Finance/ Germantown, MD

= number of positions open

If you are interested in a position, please contact Human Resources at 301.250.2035. EOE

Send resumes to:

20030 Century Blvd., Suite 300, Germantown, MD 20874

Accountant I	<p><u>Position Requirements:</u></p> <ul style="list-style-type: none"> • A minimum of two (2) to three (3) years accounting experience either in the public arena and/or long-term care or general health care field. • Bachelors in Accounting. • CPA preferred but not required. • Proficiency in Microsoft Office Suite required. 	10/25/11	Day	Full Time	1	Asbury Communities/Finance/ Germantown, MD
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