



# wesley living

- Wesley Living, a non-profit, faith based organization serving seniors is looking solid individuals with the heart to serve in **full-time or part-time Accounting Positions.**
- **Primary Location:** This position will be working at the Corporate Office in Cordova, TN.
- **Job Requirements:** High School Diploma/GED and computer proficiency.
- **Benefits\*:** Multiple insurance offerings, retirement plan, medical and dependent care flexible spending accounts, Paid Time Off (PTO), paid holidays and holiday PTO, various leave programs, educational assistance, and employee assistance program.
- **Application Requirements:** Completed Application
- **Starting Wage:** This position will begin at the Company's minimum of \$11 per hour and may be adjusted for applicable experience.

\*Benefit eligibility differs based on full or part-time status.

*\*Position description:*

Wesley Living is in its 50<sup>th</sup> year of serving seniors throughout the Mid-South primarily as a property management company that focuses on the delivery of care and services through affordable housing, assisted living, and non-medical home care. Wesley Living also provides development and consulting services with over 150 employees. You can find out more about us by visiting [www.wesleyliving.com](http://www.wesleyliving.com).

We are recruiting for individuals looking for an entry into an organization to develop skills in the accounting field. The position will require the individual to be proficient in using computers, detailed oriented, dependable, and has a desire to learn and grow. The individual should also:

- Have the ability to prioritize and meet deadlines while maintaining a positive attitude.
- Have the ability to multi-task and change tasks while working on 30+ organizations.
- Ability to clearly communicate, orally and in writing, in English.
- Must be courteous at all times and maintain confidentiality with regard to information.
- Respond promptly to customer needs.

The primary tasks of the position will include working on cash receipts, payroll, accounts payable, and other data entry.

All positions are subject to background and reference checks as well as a drug screen. EOE

To apply please submit resume to [human\\_resources@wesleyliving.com](mailto:human_resources@wesleyliving.com) OR

apply [here](#) and submit the completed job application to the email address listed above.