

**CHELSEA SENIOR LIVING
POLICY AND PROCEDURES**

JOB DESCRIPTION

JOB TITLE: BUSINESS OFFICE MANAGER

SHIFT: DAYTIME

REPORTS TO: EXECUTIVE DIRECTOR

GENERAL MISSION OF EACH EMPLOYEE:

Work as a team member with other staff members to consistently maintain a kind, caring and respectful attitude toward residents, resident's families, guests and fellow staff. Be sensitive to the special needs of seniors and demonstrate a genuine caring attitude. Encourage residents' maximum independence, promote residents' freedom of choice and individuality and respect the privacy of all residents.

All shifts and job responsibilities may be subject to flexible schedules to accommodate the needs of the residence on an as-needed basis. This includes the rotational coverage of weekends, holidays and emergencies when the resident care needs dictate staff schedules and duties. Under unusual circumstances employees may be required to directly assist with the provision of care and service to the residents, including, but not limited to, transportation, activities and other non-skilled, non-technical services. All staff members must attend in-service educational sessions and other knowledge, skills and competency developmental opportunities as required.

All staff members are asked to speak only English in all resident and family areas unless interpreting for a resident or family. All staff members will knock first before entering a resident's apartment, unless in an emergency situation. All staff members will consistently apply Universal Precautions and follow all applicable safety standards in the residence.

SUMMARY:

Applies principles of accounting to record, maintain and analyze financial information and prepare financial reports.

DUTIES AND REPOSIBILITIES:

- Compiles and analyzes financial information to prepare entries to accounts, such as accounts receivable, general ledger accounts and documents business transactions.
- Documents, coordinates and implements accounts payable system; prepares check runs and hand written checks for the Executive Director's signature.
- Disburses and reconciles petty cash for outside purchases to departments as needed.
- Audits residents' agreements and prepares monthly billing to residents and/or responsible parties.

- Prepares all family medical leave and disability paperwork for employees.
- Handles all employee enrollment in health and welfare plans, life insurance, 401(k) and supplemented insurance plans.
- Reviews monthly billing for insurance enrollment and submits payments.
- Handles collection of outstanding accounts.
- Devises and implements systems for general accounting and bank reconciliation.
- Establishes, modifies documents and coordinates the implementation of accounting and accounting control procedures.
- Computes and runs bi-weekly payroll; reconciles payroll on arrival at the residence.
- Tracks and records employee attendance.
- Compiles and produces reports for review by the Executive Director and Chelsea Senior Living executives including, but not limited to, payroll analysis of actual hours versus budget, disability calculations, quarterly tax report, census report, ancillary ration report, cash projection report.
- Creates databases and tracks expenditure and revenues through the use of accounting software and spreadsheets.
- Maintains and protects the confidentiality of resident financial information at all times.
- May supervise concierge and front desk staffing.
- Other duties as assigned.

QUALIFICATIONS:

The qualifications listed below are representative of the knowledge, skills and/or abilities required to perform the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:** High school graduate with accounting knowledge, post high school education in bookkeeping/accounting; 3-5 years bookkeeping with computerized payroll experience preferred; some health care experience preferred.
- **Language Skills:** Able to read, analyze and interpret financial reports and effectively explain financial matters to residents, residents' families, vendors, regulatory agencies and staff.
- **Mathematical Ability:** Able to work with mathematical concepts such as probability and statistical inference; able to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- **Reasoning Ability:** Able to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- **Physical Demands:** Able to use computer for extended periods of time; able to sit for long periods of time.
- Must have current CPR and First Aid certification.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. The work area is well lit with good heating and air conditioning. There is prolonged exposure to video display terminals and PC keyboards. The employee may occasionally be exposed to infectious diseases. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Employee's Signature: _____

Date: _____