



**Job Title: Business Office Manager**

**Location: The Residences at Benning Metro 4501 Blaine Street NE Washington, DC 20019**

**Hours: Full Time**

**Job Summary:**

The Business Office Manager is responsible for overseeing business office function at the community. Responsible for general accounting function including accounts payable, accounts receivable, and payroll/time card entries. Receives and records cash transactions. Also responsible for coordinating and administering employment benefits on-site, new hire orientation, and maintaining personnel files for regulatory compliance including in-service training.

**Duties and Responsibilities:**

The following essential functions are the fundamental job duties of the position to be completed with or without appropriate reasonable accommodation.

- Prepares, inputs, and maintains resident data in system upon move-in to include any demographic and status changes and confirm that billing systems and move-in systems match/reconcile.
- Prepares, inputs, and maintains all Accounts Receivable data including monthly billing, billing adjustments, processing of cash receipts and monitoring of aging reports in a timely manner.
- Prepares, inputs, and maintains all Accounts Payable data including setting up vendors, tracking expenses, and processing expenses in a timely manner.
- Administers the employment function at the community in accordance with HallKeen Assisted Living Communities, LLC's Policies and Procedures as well as federal, state, and local regulations.
- Administers the Payroll function at the community including monitoring and submitting appropriate Payroll information to the corporate office and coordinating the process for reporting time clock information within Payroll deadline.
- Administers HallKeen Assisted Living Communities, LLC's benefit programs at the Community level including orienting new and existing employees about benefit plans as well as assisting employees with enrollment and plan changes.
- Assist in month-end close processes of accrual preparation and analysis of General Ledger and monthly financials in conjunction with Executive Director.
- When necessary, assists the Executive Director with the preparation of operational and financial variance reports.
- Diligently works toward the completion of special projects, requests, and assignments as appropriate.
- Maintains employees' files in accordance with state, federal and HallKeen Assisted Living Communities LLC's policies. Maintains neat/orderly office as specified in policy.
- Performs weekend manager rotation as required.
- Assist in Sales and Marketing functions as required.
- May supervise administrative assistant, receptionist, security guard, concierge or other positions as assigned by the Executive Director.
- May perform other duties as assigned.

**Minimum Qualifications:**

- Senior Living experience required
- Associate degree in Accounting, Business, or a related field and two years experience with Business Office functions; or an equivalent combination of education and experience.
- Three to five years in Business Office Management or Accounting preferred.
- Working knowledge of Generally Accepted Accounting Principles.
- Working knowledge of Federal and State Employment Law.
- Able to clearly present information through the spoken word. Can accurately communicate, providing the necessary level of detail even under stressful or demanding conditions. Ensures a positive attitude and team orientation is exhibited in verbal and non-verbal communication.
- Able to perform budget analysis and variance reporting.
- Proficient in using Microsoft Office.
- Possesses ability to use of office machines including fax, multiple phone line systems, copy machine, calculator.

**Physical Demands:**

- Physically able to move at least 20 lbs. without assistance.
- Physically able to bend, reach, and work in small areas.
- Physically able to push and pull equipment and furnishings.

**Benefits:**

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit. Employee referral bonus, and resident referral bonus.

**To apply or refer a qualified applicant please send completed application and/or resume to [paraujo@hallkeen.com](mailto:paraujo@hallkeen.com)**