



**Job Title: Business Office Manager**

**Location: Heywood Wakefield Commons Assisted Living Community, Gardner, MA 01440**

**Hours: Full Time**

**Job Description:**

Business Office Manager is Responsible for day-to-day management of the business office including: processing payroll and employee benefits, personnel file maintenance, and residents' personal needs accounts. Responsible for accounts payable & accounts receivable and assures compliance of all but not limited to tax credit rules and regulations.

**Responsibilities:**

Oversees the day-to-day processes within the business office including accounts receivable for residents, accounts payable, payroll for employees, and human resource administration

Maintains employee files

Assures compliance in human resources with regulatory and company practices.

Completes staff training and orientation as needed

ADP processing

All financial admissions and discharge processes for the faculty

Assist as needed with each step of the admissions process, including paperwork and meeting with family members

Assist in the development of the annual budget.

Maintains resident records

Complying and understanding all tax credit preparation and recertification process

Completing and processing third party verifications.

GAFC billing

Processing monthly rent roll

Accounts receivable/Supervise Accounts payable

Create and print sheets, memos, correspondence, reports, and other documents when necessary as requested by the Executive Director.

Comply with all company policies and procedures and any state and federal policies that apply.

Executing other tasks to support the overall business as reasonably requested or assigned by the Executive Director.

**Qualifications:**

Candidate must possess a relevant degree from an approved institution or equivalent experience

Must have a minimum of 2 year of experience in an office setting

Previous managerial experience preferred

Must be proficient with computers and software applications

Must have effective written and oral communication skills

Must possess excellent organizational skills and multitasking abilities

Must consistently demonstrate sound judgment in the day-to-day operations and interaction with associates and residents

Must project a positive and professional image at all times

Must enjoy working with the senior population

**Working Conditions (travel, hours, environment)**

Full time; possible overtime, with occasional weekend hours possible. car required (Must have valid driver license)

**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 complete an application in person at 50 Pine Street, Gardner MA 01440 and/or resume to [tmcmullen@hwcommons.com](mailto:tmcmullen@hwcommons.com)**