HallKeen
ASSISTED LIVING COMMUNITIES

**Job Title: Business Office Manager**
**Location: Windrose at Weymouth, Weymouth, MA 02190**
**Hours: Full Time**
**Pay Rate: $60,000. To $65,000. DOE**

**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 responsible for accounts payable & accounts receivable.

**Duties and 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 Community
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
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.
Execute 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 1 year of experience in an assisted living 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; Manager On Duty rotation weekend coverage/ 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.

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