

## HallKeen Assisted Living Community

**Job Title:** Business Office Manager  
**Location:** Sunapee Cove - Sunapee NH 03782  
**Hours:** Full Time

### Job Summary:

The Business Office Manager is responsible for overseeing business office functions at the community. Responsible for general accounting function at the community, including accounts payable, receivable, and payroll. Handles and records cash transactions. Also responsible for coordinating employment and benefits transactions.

### Job Responsibilities:

- Prepares inputs and maintains resident data in system upon move in to include any demographic and status changes and confirm 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 HKAL 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 time clocks and payroll runs.
- Administers HKAL benefits program at the community including educating new and existing partners about the plan as well as assisting employees with enrollments 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, assist the Executive Director with the preparation of operational and financial variance reports.
- Diligently works toward the completion of special projects, request, and assignments as appropriate.
- Maintains employees' files in accordance with state, federal and HKAL policies. Keeps and maintains neat/orderly office as specified in policy.
- Assist in sales process by conducting inquiry tours.

- May supervise administrative assistant, receptionist, security guard or other positions as assigned by the Executive Director.
- Report on-the-job injuries to a supervisor before the end of the day on the day an injury occurs.
- Maintain CONFIDENTIALITY of all pertinent resident care information to assure resident rights are protected.
- Establish and maintain constructive working relationships with coworkers, Residents/families, and visitors.
- Promote the community in a positive way.
- Train and develop department staff as needed.
- Be available for on-call Community emergency situations.
- May perform other duties as assigned.

### **Minimum Qualifications:**

- 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 general accounting.
- Working knowledge of federal and state employment laws.
- 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 office machines including fax, multiple phone line systems, copy machine, calculator.

### **Required Behavior:**

- Demonstrates responsibility for, and handles accurately, the details associated with one's work.
- Organizes office resources in standardized manner to ensure compliance with federal/state regulations and to ensure timely location of files as needed to assist in making business decisions.
- Modifies style and approach in order to achieve a specific objective.

- Ability to define realistic, specific goals and objectives. Able to define tasks and deliverables necessary to meet goals. Can assign resources and set priorities to meet goals.
- Builds processes and policies in a way designed to drive efficiency and continuous improvement.
- Commitment to continuous improvement of business practices and to assuring that completed work adheres to high standards of accuracy and excellence.
  - Identifies, obtains and effectively allocates the resources required to achieve applicable goals.
- Ability to work varied schedules to include weekends, evenings and holidays.
- Demonstrated ability to maintain confidentiality.

**Physical Demands:**

- Physically able to move at least 50 lbs. without assistance.
- Physically able to bend, reach, and work in small areas.
- Physically able to push and pull equipment and furnishings.
- Physically able to stand and to work on hands and knees for long periods of time.

If you are interested in applying or know someone to refer for the position please e-mail resume to [thayward@hallkeen.com](mailto:thayward@hallkeen.com) or [ccournoyer@hallkeen.com](mailto:ccournoyer@hallkeen.com)