



**Northwest Colorado Health
Casey's Pond Senior Living
Director of Business Office**

General Statement of Duties:

Responsible for coordinating and managing the overall financial, accounting and administrative activities in accordance with current applicable Federal, State and local standards, guidelines and regulations, and under the oversight of the Executive Director. Works with department directors to measure and report monthly financial accountability for controllable expenses, uses Company's accounting software system to manage payables, receivables, billing and payroll functions. Maintains resident files and legal records. Supports overall operations of community. Exempt.

Supervision Received:

Reports to the Chief Financial Officer.

Supervision Exercised:

None.

Essential Functions:

1. Responsible for localized accounting functions for the community, including assisting with resident billing, completing forms necessary for the generation of accounts payable and assignments of all expenses to the proper general ledger and department code numbers.
2. Processes all deposits for the community.
3. Reconciles all vendor account statements to ensure accuracy and timeliness of payments.
4. Reviews accounts receivable and participates in the collection efforts for the community as directed by Executive Director, including making phone calls and sending correspondence to residents and responsible parties. Enforces Collections Policies up to and including eviction where necessary, with emphasis on preventing move outs due to non-payment.
5. Interacts with residents and their families, acknowledging concerns and solving problems within the community related to business office or other matters.
6. Researches and responds to resident inquiries regarding billing or any other business office function.
7. Generates and assures accuracy of reports and records, to include daily census. Reviews accounting system regularly to ensure that marketing, care and business office information match each other. Responsible for ensuring that resident changes in level of care are appropriately adjusted in the accounting system and billed within the same time period in which these changes occurred.
8. Creates and maintains all files for the community, including vendors, residents, ancillary charges, and reporting files as needed.
9. Monitors and coordinates all petty cash and/or purchase card usage within the community and ensures policies are followed and reports are submitted for approval and processing on time.
10. Works directly with corporate accounting and finance team members on accounting systems and following the established accounting calendar key dates throughout the month.

11. Serves as part of backup department head team to sales staff to handle phone and walk in inquiries of prospective new residents to the community.
12. Orders office supplies as needed or necessary.
13. Responsible for ordering office equipment, including: adding machines, calculators, copy machines, furniture, etc.
14. Participates with Executive Director as directed in monthly budget variance conferences and reports.
15. Processes refund requests for residents who move out and requests for refunds of waiting list deposits.
16. Responsible for dispersing and logging of petty cash including appropriate ledger accounting for cash disbursements.
17. Maintain confidentiality of all resident information.
18. Maintains all vendor, third party and resident (non-care related).
19. Where applicable, tracks and maintains community's POS (Point of Sale) system including ensuring billable charges are entered in invoicing system for both residents and employees (meals).
20. Processes payroll.
21. Utilizes sound judgment and experience to solve moderately complex problems in adherence with organizational policies.
22. Performs other duties as assigned in line with HIPAA compliance.

Education and Licensure:

Highschool diploma or equivalent.

Experience:

At least 3 years experience in bookkeeping or office management preferred.

Requirements:

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.
2. Current immunization history, after job offer and before starting job.
3. TB screening upon hire and annually per agency policy.

Skills:

1. Light physical effort required by handling objects up to 25 pounds occasionally.
2. Sits, stands, bends and moves occasionally during working hours.
3. Excellent interpersonal and communication skills for interacting with residents, guests and fellow employees.

Knowledge:

1. Competent in Accounting software (Excel or other common programs).
2. Proficient in the use of relevant technology, as applicable for the position.
3. Has working knowledge of electronic medical records/resident charting systems.
4. Possesses extensive knowledge of a distinct skill or function and a thorough understanding of the organization and work environment.
5. Has working knowledge of a functional discipline.
6. Basic typing and computer skills are essential preferably in a Microsoft Windows environment.
7. Has an overall understanding of the organization, work environment and process.

8. Must have working knowledge of facility emergency procedures including fire and disaster drills.
9. Knowledge of resident-centered care.

Abilities:

1. Ability to follow facility policies.
2. Ability to maintain resident confidentiality and adhere to HIPAA policies.
3. Can deal with families under stress, interrelating to them and communicating effectively.
4. Can elicit information from clients.
5. Can respond to a variety of socio-economic and ethnic backgrounds appropriately.
6. Uses independent judgment to make decisions based on precedents and established guidelines. Solves problems using standard procedures and precedents. Knows when to refer issues to other directors and when to handle them personally.

Equipment:

1. Daily use of multi-line phone system, fax, copy machine, shredder, postage meter, and computer.

Working Conditions:

1. Possible exposure to blood-borne pathogens, various drugs, chemical, infectious, communicable diseases or biological hazards.
2. Subject to injury from falls, burns, odors, or cuts from equipment.
3. Subject to frequent interruptions.
4. Position is in a well-lighted, accessible office environment, and involves sitting approximately 90% of the day, walking or standing the remainder.

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

I, _____ acknowledge that on this date, I
(*Print Name*)

have received the following job description for my present position.

Signature of Employee: _____

Date: _____