



**Title:** Business Manager

**Department:** Administration

**Reports to:** This position reports to the Executive Director.

**General Description:**

- This is a part-time position, typically 32 hours per week. The person in this role is responsible, either personally or by working directly with hired professionals, for all aspects of accounting, including recording accounting transactions, preparation of financial statements and other financial reports, cash management, budget preparation, and providing information to the Board of Directors, under the direction of the Executive Director. Serves as Medicare and insurance contact for organization. Provides administrative/IT support to Executive Director and Director of Christian Science Nursing. Protects operations by keeping financial and patient information confidential. Contributes to the harmonious, uplifting, inspiring and healing atmosphere by praying daily for the organization and supporting its mission, vision and values.

**Qualifications:**

- Holds a bachelor's degree in accounting or equivalent combination of work and experience
- Strong knowledge of bookkeeping and accounting practices and procedures.
- Possession of, or eligibility for, Washington State Notary Public certification.
- Must be able to abide by strict confidentiality, as appropriate.

**Competencies:**

- Exhibits resourcefulness, creativity and strong problem-solving skills
- Is flexible as needs arise and duties change
- Reflects the qualities of love for humanity, unity and partnership in teamwork, expectancy and acknowledgement of the good in each day
- Is proactive, intuitive, and a self-starter

**Skills:**

- Has proficiency in Microsoft Office programs and QuickBooks Pro. Knowledge of personal computer hardware and network basics a plus. Knowledge of Medicare billing regulations is a plus
- Has strong organization and follow-through skills with ability to handle and prioritize multiple tasks while maintaining attention to detail
- Has demonstrated excellence in interpersonal skills, kindness and generosity
- Has familiarity with payroll processing software
- Has good verbal and written communication skills



### **Accounting & Bookkeeping Duties:**

- Maintains timely and accurate accounting records by verifying, allocating, and posting transactions, and reconciling balances for records including general ledger and transaction journals, such as accounts receivable, accounts payable, disbursements
- Serves as internal payroll contact. Processes payments and maintains records for employees' Flexible Spending Accounts
- Processes all accounts payable and accounts receivable. Pays all bills; records and deposits checks; process and record online donations and payments; performs all invoicing
- Keeps newsletter mailing list database current
- Maintains insurance and depreciation schedules and tracks fixed assets
- Prepares monthly financial statements and books for fiscal year end closing, including allocating vacation and salary accruals, coordinates with CPA and Medicare CPA for year-end financial review and Medicare cost reporting
- Complies with Federal, State, and local legal requirements by preparing and filing, or assisting the CPA with preparing and filing, tax documents
- Reconciles and provides proof of reconciliation for bank accounts and credit card statements
- Prepares cash flow statement; maintains bank account balances as cash flow requires
- Provides data and assists Executive Director with preparation of the annual budget and financial reports to board of trustees
- Maintains familiarity with emergency and safety procedures

### **Medicare and Insurance Management:**

- Keeps current on Medicare regulations; may support staff with Medicare Utilization Reviews
- Coordinates with Director of Christian Science nursing to liaison with patients and family on understanding Medicare and insurance
- Records payments and maintains remittance advice log
- Checks patients' Medicare and insurance benefits/eligibility

### **Administration and Office Management:**

- Serves as the point person for Dropbox organization
- Keeps current on regulations and procedures related to the organization, including The Commission, AOCNS, Washington state nursing homes, and Medicare.
- Maintains copy machine, printers, computers, telephones, and other office equipment
- Monitors office supplies and orders as needed; orders nursing supplies as directed.
- Oversees record storage according to the annual retention schedule



- Prepares credit applications; updates bank signature cards as needed
- Troubleshoots computer hardware/software and telephone issues in the facility; recommend maintenance/upgrades as needed; maintain password log
- Provides other support as directed by Executive Director
- Maintains 501c3 non-profit status and accreditation credentials
- Maintains familiarity with emergency and safety procedures

**Human Resources Coordination:**

- Coordinates hiring process of new employees including applications, background checks, references, interviews and offer letters, employee handbook, anti-harassment and complaint policy documents, personnel file, I-9 forms, W-4 forms
- Maintains personnel and payroll files, and staff roster
- Provides “safe zone” for employee grievances
- Manages confidentiality agreement and background check records for volunteers
- Ensures licenses, posters and legally required postings are current throughout facility
- Manages employee benefits, including PTO, 403b, and Flexible Spending Account.
- Ensures Sunrise Haven records are updated and backed up, maintaining HIPAA compliance

**Christian Science Nursing Department Support:**

- May assist new patients and/or family with admission and discharge paperwork
- Acts as direct contact for questions regarding patient’s financial responsibilities, Medicare, and insurance
- Manages admission/discharge documentation
- Puts monthly Bible Lessons on Audio system
- Provides support for nurse charting program (SaRaH) and other literature and subscriptions
- Creates monthly activity calendar by identifying and organizing suitable patient activities

**Field Relations:**

- Oversees volunteer program
- Oversees composition and transmissions of contribution acknowledgement letters
- Receives and processes correspondence
- Coordinates and organizes Annual Meeting and other meetings with field, assisting Executive Director
- Provides support for website by uploading and keeping content current

Provides other support as directed by Executive Director