



## **Job Posting**

*Job Title: Office Manager*

*Reports to: Director of Business Services*

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Encore at Avalon Park is a premiere Assisted Living and Memory Care community in East Orlando. We are currently seeking an experienced Office Manager to join our team. The Business Office Manager will assist the Director of Business Services with accounting and HR related administrative activities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Core duties and responsibilities include the following. Other duties may be assigned by the Director of Business Services.

### **ACCOUNTING TASKS**

- Localized accounting (Receivables and Payables) functions for the community including but not limited to:
  - Resident Billing
  - Collect Rent and Process Posting into Resident Software System
  - Long Term Insurance Monthly Claims
  - Medicaid Insurance Processing
  - Coding of accounts payable invoices
  - Entering A/P invoices into the accounting system QuickBooks
  - Recording resident financial activity into Quickbooks to ensure accurate end of month processing.
  - Reconcile all vendor account statements to ensure accuracy and timeliness of payments.

### **HUMAN RESOURCES TASKS**

- Responsible for assigned human resource functions including but not limited to:
  - Assisting with new hire paperwork
  - Timesheet processing and adjustments
  - Following the Workers Compensation Claims and return to work authorizations
  - Ensuring all state mandated continuing education is completed.

### **REQUIREMENTS**

- College degree in business, management or accounting required
- Must have excellent verbal and written communication skills
- At least two years experience in bookkeeping or office management
- Experience with Eldermark and ADP TotalSource preferred.
- Mastery of Microsoft Office Suite (WORD, EXCEL, POWERPOINT)