

USC Leonard Davis School of Gerontology

Job Posting: Elder Care Alliance
02/15/06

Job Position: Business Office Manager

Organizational Overview:

Alma Via or San Rafael, scheduled to open in March 2006, is looking forward to serving seniors and providing high quality assisted living and dementia care programs to the elderly.

Summary of duties:

The business office manager is responsible to the executive director for management of administrative functions accounts receivable, accounts payable and general human resource functions.

Qualifications:

High school diploma or equivalency.

Two years experience with integrated billing and GL accounting software.

Knowledge of title 22 division 6, chapter 8 preferred.

Must be self-motivated and able to exercise good judgment, confidentiality, initiative and creativity to meet monthly deadlines.

Must be able to function well in a highly services oriented environment servicing older adults and their families and have outstanding verbal communication and listening skills.

Must be able to function as a team player by sharing knowledge, maintaining work commitments, and cooperating in timelines with others.

Contact:

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