

JOB DESCRIPTION

BUSINESS OFFICE MANGER

Reports to: Executive Director

Supervises: None

Purpose: The Business Office Manager is to perform the essential duties of the business office operation including but not limited to tasks relating to Personnel Management, Payroll, Accounts Receivable, Accounts Payable, Client Billing, Audit and Account Maintenance, Supply Maintenance, and Computer Network Oversight and Maintenance.

Specific Duties/Expectations:

1. Computer Network/System Review and Maintenance.
2. Answering telephones, taking messages, and routing messages to appropriate employees.
3. Photocopying as needed.
4. Maintain and manage personnel database.
5. Mailing information (preparing mailings when necessary).
6. Assist with licensing and credential process of clinical staff.
7. Complete Payroll ad all payroll related functions.
8. Ensure all forms completed upon hire of new staff.
9. Enroll new staff and manage benefits for all existing personnel.
10. Maintain voicemail system/ new voicemail set-up.
11. Maintain mailboxes and key in office.
12. Coordinate service for office machines and office repairs.
13. Maintain Personnel Records in compliance with Personnel Policies and Procedures and in accordance with applicable Federal, State and Local guidelines.
14. Review and manage Accounts Payable.
15. Review and manage Accounts Receivable.
16. Order and maintain office supplies.
17. Maintain Productivity Spreadsheet.
18. Maintain Clinician Expense Spreadsheet.
19. Field calls from clients regarding insurance and billing.
20. Maintain accounts in Quick Books.

Signature: _____

Date: _____

REVIEWED: March 2018