**Job Title: Business Office Manager**

**Company:** Halstad Living Center

**Job Type:** Full-time Monday-Friday 8:00am-4:30pm

**About Us:** Halstad Living Center is a leading nursing home facility dedicated to providing quality care and support to our residents. We are seeking an experienced and motivated Business Office Manager to join our team. This role is essential in ensuring the smooth operation of our business office and supporting the financial and administrative functions of the facility.

**Job Summary:** The Business Office Manager is responsible for overseeing all aspects of the business office functions, including billing, payroll, accounts receivable, and resident trust accounts. The ideal candidate will have a strong background in healthcare administration, particularly in long-term care facilities, and possess excellent organizational, communication, and leadership skills.

**Key Responsibilities:**

* Manage day-to-day operations of the business office, ensuring accuracy and timeliness in all functions.
* Oversee the billing process, including private pay, Medicare, and Medicaid claims, ensuring compliance with regulatory requirements.
* Manage accounts receivable and collections to ensure timely payments and address any billing discrepancies.
* Assist with the process of payroll in accordance with company policies and state regulations.
* Maintain and monitor resident trust accounts and ensure compliance with regulatory guidelines.
* Assist with budget preparation and financial reporting, providing insight and recommendations to improve financial performance.
* Supervise and train office staff, fostering a positive work environment.
* Ensure compliance with state and federal regulations related to financial operations and resident accounts.
* Collaborate with the facility’s leadership team to support overall operations and financial health of the facility.
* Handle confidential information with discretion and maintain the security of financial records.

**Qualifications:**

* Minimum of 3-5 years of experience in a healthcare business office, preferably in a long-term care or nursing home setting.
* Strong knowledge of Medicare, Medicaid, and private insurance billing processes.
* Proficiency in accounting software, payroll systems, and Microsoft Office Suite.
* Excellent organizational and problem-solving skills.
* Strong attention to detail and the ability to manage multiple tasks and deadlines.
* Ability to communicate effectively with residents, families, staff, and regulatory agencies.

**How to Apply:** Interested candidates are encouraged to apply by submitting their resume and cover letter to: [admin@halstadlivingcenter.com](mailto:admin@halstadlivingcenter.com)

or apply online at: [www.halstadlivingcenter.com](http://www.halstadlivingcenter.com).

**Benefits:**

* Competitive salary based on experience
* 100% paid Family Health Insurance
* Paid time off (PTO) and holidays
* Retirement plan options
* Opportunities for professional development and growth
* Daycare Benefits