

ESKATON  
BUSINESS SERVICES MANAGER

DEPARTMENT: Administration

Exempt \_\_\_\_\_ Non-exempt   X  

JOB SUMMARY

The Business Services Manager organizes and performs Business Office functions. Performs bookkeeping duties essential to operation of the facility and supports the Administrator in analysis of operating budget.

JOB RELATIONSHIPS

Responsible to: Administrator  
Workers Supervised: None  
Interrelationships: Facility staff, residents, vendors and visitors to the facility.

QUALIFICATIONS

Education:

Accounting Degree (BA or AA), with an emphasis in Business Administration and/or Accounting/Finance.

Training and Experience:

Three to five years experience supervising staff. Must be able to conduct surveys, gather statistical information, prepare comparative analysis, operate PC computer, make mathematical calculations, communicate effectively, both verbally and in written form.

Job Knowledge:

Has a basic understanding of human resources law (State and Federal) and accounting, and their theories and applications. Possesses a knowledge of personal computer functions and appropriate software.