



JOB POSTING DETAILS

Employer	Windsor Place Retirement Residence (Windsor Place Retirement Residence)	Job Type	JMP
Job Title	Office Manager	Duration	NA
ES Job ID	13740	Location	Sault Ste. Marie
Date Posted	January 6, 2023	Closing Date	January 20, 2023

Job Overview - Description & Duties

Reports to: General Manager

Duties

- 1.Maintain accounting records for all invoices, deposits, rent and service fees, etc., as set out in the Administrative Policies and Procedures
- 2.Perform payroll duties
- 3.Maintain confidentiality of all financial, personal, and resident data
- 4.Account Receivable/Payables goals to ensure timely payment and processing
- 5.Prepare all resident billings, handle payments and all queries concerning billings from residents and/or their families
- 6.Maintain resident trust accounts in accordance with legislative requirements
- 7.Prepare bank deposits, handle, and balance petty cash for the residence
- 8.Assists General Manager
- 9.Provide initial face to face and telephone contact with visitors.
- 10.Perform general reception duties
- 11.Maintain internal records as required.
- 12.Present a positive image of the residence to the public
- 13.Other duties as assigned by the General Manager

Required Skills

Qualifications

- 1.Minimum of three (3) years related administrative experience and general accounting experience preferably in the healthcare/retirement sector
- 2.Proficiency in Microsoft Office Suite or equivalent
- 3.Strong organizational, communication, time management and problem-solving skills
- 4.AP/AR experience
- 5.Experience managing payroll
- 6.Experience working with older adults, or a background in healthcare
- 7.Strong customer service skills
- 8.Ability to work in a team or independently
- 9.Reception skills
- 10.Current Police Records check with vulnerable sector (verified annually)

- 11.CPR and First Aid an asset
- 12.Proof of COVID vaccinations
- 13.Able to wear Personal Protective Equipment (PPE)

Other Requirements

NA

How to Apply

Apply be email to: gm@windsorplacereirement.com