

Review Job

Business Manager

Fort Belvoir, VA (US)

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About the Job

JOB OVERVIEW "Sunrise is the best place that I've ever worked, simply because of the people. We provide quality care in an environment that feels like home. Our focus is doing what's right for the resident. For me, that's a big breath of fresh air."
- Sunrise Leader

At Sunrise, our Business Manager is responsible for the community's business office function. RESPONSIBILITIES & QUALIFICATIONS

Responsibilities:

- Managing accounts payable, accounts receivable
- Accuracy of monthly Profit and Loss (P&L) Summary reporting
- Balance sheet account reconciliations
- Adherence to Sunrise business process controls
- Maintaining resident administration/financial files
- Oversight of support staff as applicable and adherence to Sunrise policy and procedures and Sarbanes-Oxley requirements.

Qualifications:

- Bachelor's degree or Associate degree in Accounting or related field preferred; or extensive experience (5 years) in the accounting field with exposure to accounting services within a senior housing and/or healthcare environment
- Experience and working knowledge of third party billing/Medicare and Medicaid preferred
- One (1) year supervisory and management experience which may include recruiting staff, coaching, performance management, responsibility of daily department operations
- Ability to handle multiple priorities
- Possess written and verbal skills for effective communication and the ability to facilitate small group presentations
- Competent in organizational, time management skills
- Demonstrates good judgment, problem solving and decision making skills
- Excellent computer skills, Microsoft Office (Windows, Outlook, Excel) with the ability to learn new applications

Sunrise maintains a drug-free work environment and all offers of employment with Sunrise are conditioned on submitting to and successfully completing and passing a drug and alcohol test.

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ABOUT SUNRISE Sunrise Senior Living has championed quality of life in senior care for more than 30 years. We believe team members are our greatest resource and are looking for people who share our commitment to provide quality care for seniors and their families. It's no surprise that many of the world's leading experts in Senior Living entrust their career to Sunrise. At Sunrise, you will...

Make a Difference Every Day

We are passionate about our mission — to champion quality of life for all seniors. We deliver high-quality care with a personal touch and encourage our residents to enjoy life to the fullest.

Be Part of a Uniquely Supportive Community

The care-focused environment we create for residents extends to our team members. We offer programs, rewards, and benefits to help you live your best.

Ignite Your Potential

We believe potential has no limits. We offer best-in-class leadership development programs designed to grow our leaders. We are committed to helping our team members achieve their career goals.

>> Apply now!

Job ID: 17855124



No Logo Available

Sunrise Senior Living

Job Title: Business Manager

Type: Full Time

Category: Biz Dev

Location: Fort Belvoir, VA (US)