

Robert Smith

Assistant Business Office Manager

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Address: 1737 Marshville Road, Alabama

SUMMARY

To serve as the primary contact for new and existing residents, resident family members, guardians, the Aging Division Billing Specialist, and outside agencies to ensure residents have adequate health coverage and resources to pay for long term care.

SKILLS

Customer Service, Problem Solving, Leadership.

WORK EXPERIENCE

Assistant Business Office Manager

HERITAGE PLAZA NURSING CENTER - July 2016 - 2020

- Responsible for assisting business office managers in various functions to help run the business office.
- Conducted new hire orientation, compiled new hire paperwork, run criminal checks using E-Verify and OIG, process new hire, promotion, annuals, and termination paperwork.
- Counted and balanced cash expenditures produced a spreadsheet of running total, money out, and total funds on hand with a list of GL codes used for proper placement of funds.
- Inputted invoice in LegaSuite(Oracle) system to be submitted for payment and look up account codes for proper allocation to departments.
- Interacted with various vendors to obtain correct invoices to be processed.
- Assisted in payroll by running reports in Kronos system, review and modify employees time with approval.
- Conducted new employee orientation, criminal history, background, reference, employee misconduct, and registry checks.

Assistant Business Office Manager

Delta Corporation - 2011 - 2016

- Salary \$27,000 Supervisor Annie McCall (254) 939-1876; may be contacted Processed payroll for all hourly employees, maintained employee personnel .
- Managed the Resident trust fund account, completed reconciliations and audits.
- Benefits, OSHA and TWC reports, Workers Comp claims, ordered office supplies, AP/AR and medical record filing.
- Supervisor Annie McCall (254) 939-1876; may be contacted Processed payroll for all hourly employees, maintained employee personnel files, tracked .
- Conducted new employee orientation, criminal history, background, reference, employee misconduct and registry checks.
- Managed the Resident trust fund account, completed reconciliations and audits.
- Benefits, OSHA and TWC reports, Workers Comp claims, ordered office supplies, AP/AR and medical record filing.

EDUCATION

BS in Healthcare Management - 2011(Excelsior College - New York, NY)