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1908 N Dale Lane, Suite A  
Spokane Valley, WA 99212

Join our team as our **Office Manager**

We are a busy Spokane based, national healthcare consulting company specializing in long-term care. We provide various financial services to Providers of long term care. In addition to accounting, reimbursement and revenue cycle management we provide online subscription services for data analytics and SNF consolidated billing. This is a unique opportunity for someone that enjoys functioning outside the box and working on a variety of projects.

This position is responsible for maintaining the efficiency and accuracy of the company's, office environment, accounting and filing systems. Responsible for employee relations, payroll and benefits, orientation, and maintaining personnel records. Responsible to complete with accuracy and efficiency all duties including coordinating bookkeeping duties, special projects, clerical and secretarial functions. Function as the company IT contact.

### **Duties and Responsibilities**

- Function as the Office Manager and Human Resources Manager and IT contact
- Responsible for all Expenses and Accounts Payable
- Responsible for all Billing and Accounts Receivable
- Responsible for all personnel files and processing payroll
- Maintain all client and vendor contracts and files
- Function as the Human Resource including ensuring legal compliance for both state and federal requirements
- Maintain and review employee benefits plans, employee documents, company policies, job descriptions etc.
- Coordinate with IT providers to assure technology systems are up to date and secure.
- Maintain and update inventory of all CBSI equipment
- Assist other departments as necessary
- Function as the Office Reception

### **Requirements**

- Associate's degree; or equivalent combination of education and relevant experience Three years' of high level administrative support experience
- Self-Motivated team player
- Strong computer, analytical, communication and problem solving skills
- Excellent written and verbal communication skills
- Working knowledge of Microsoft Word, Microsoft Excel, Microsoft Access
- Organization and planning skills
- Problem analysis and problem-solving
- Persuasiveness
- Adaptability
- Innovation
- Good Judgment
- Decision-making
- Stress tolerance
- Collaboration

Wage commensurate on qualifications - Email cover letter and resume to: [danette.ulrich@billing-services.com](mailto:danette.ulrich@billing-services.com)