

**Objective:**

The Accounting Manager is responsible for successfully leading and coordinating financial operations within our franchise. This role involves ensuring compliance and accuracy in billing and payroll processes. The Accounting manager will provide leadership to the department while coordinating with other managers and departments, focusing on operational efficiency for the organization's overall success.

Primary Responsibilities:

- Assist the owner with the operational plan and budget.
- Generate reports for annual operational plan milestones, including revenues, gross profit, profitability, and other operational goals, tracking progress.
- Run end-of-month reports for accounts payables and accounts receivables.
- Conduct regular reviews and reconciliation of financial transactions across multiple platforms, including bank accounts, QuickBooks, and Zeewise. Collaborate with the accountant for month-end tasks, ensuring accuracy and compliance with financial reporting standards.
- Manage the grant process, including timely submissions of reimbursement requests, record-keeping for all grant-related documents, and completion of audits as required.
- Assist clients with answering questions and inquiries and resolving any billing issues.
- Oversee all aspects of payroll management, including reviewing admin staff time punches, entering specialized days and times, ensuring accuracy in payroll reports, addressing questions and issues, and assisting with queries from unemployment and social security offices.
- Provide leadership and management to the accounting department, focusing on operational efficiency and performance in billing and payroll processes, offering essential oversight for accounting coordinators.
- Adhere to all company policies, procedures, and business ethics codes and ensure they are implemented and communicated to all employees.

Secondary Responsibilities:

- Field new client inquiries over the phone in a knowledgeable manner.
- Recognize and capture opportunities to increase service hours to enhance and/or increase quality care.
- Ensure authorizations are up to date, being utilized to the maximum extent, and entered into the system correctly.
- Share on-call rotation as scheduled.
- Provide necessary reports to the owner as needed.
- Perform any and all other functions and responsibilities deemed necessary for the successful operation of a Home Instead franchise office

Education/Experience Requirements:

- Bachelor's degree in accounting, finance, or a related field preferred.
- Minimum of 3 years of experience in financial or accounting roles.
- Minimum of 3 years office experience, preferably in a management or leadership capacity.

We encourage candidates who do not meet all of these criteria to apply still, as we are open to considering individuals with diverse backgrounds and experiences.

Knowledge, Skills and Abilities:

- Must have an understanding of and uphold the policies and procedures established by S-6 Senior Services, LLC dba Home Instead.
- Must demonstrate excellent oral and written communication skills and the ability to listen effectively.
- Must have the ability to work independently, maintain confidentiality of information, and meet deadlines.
- Must have the ability to demonstrate effective interpersonal skills is essential as well as sound judgment and good decision-making.
- Must demonstrate discretion, integrity, and fair-mindedness consistent with company standards, practices, policies, and procedures.
- Must have the ability to organize and prioritize daily, monthly, quarterly, and yearly work.
- Must have the ability to establish good working relationships with office colleagues, the franchise owner, clients and the community.
- Must have the ability to present a professional appearance and demeanor.
- Must have the ability to operate office equipment.
- Must have the ability to operate HISC technology systems.
- Must have computer skills and be proficient in Word and Excel.
- Must be able to work evenings or weekends as required.
- Must have knowledge of the senior-care industry.
- Must have the ability to sit at a desk and listen effectively for long periods of time on the telephone.
- Must be patient and congenial on the telephone.
- Must be able to perform duties in a professional office setting.
- Must be able to recruit quality Key Players