



BILLING AND PAYROLL MANAGER

We are a non-medical home care agency serving Fairfield County and New Haven County. We are seeking a seasoned manager for daily oversight of our finance department. This position is a mid-level management, exempt role.

Overview:

- Highly experienced with day-to-operations of billing and payroll.
- Quickbooks literate, able to guide others in the use of the software.
- Management experience or skills. Supervises and trains 2-3 subordinates. Team builder.
- Track revenue and other indicators of business and provide relevant reporting. Trend analysis
- Open, clear communicator. Outgoing and personable. Capable of comfortably speaking with, answering questions from clients and employees.
- Experienced or quick learner and financial leader with software programs for managing home care services such as, SanData, and software for managing time and attendance. Microsoft Office Suite literate.
- Capable to represent Finance Department on management team, including staff meetings, etc.
- College education or comparable relevant experience.
- Knowledge or experience in the home care industry a plus.
- Bilingual Spanish as a plus.

Interested candidates should submit a cover letter with salary requirements and resume directly to:

Judith Ursini
Director of Human Resources and Staff Development

Email: judy@caregivershome.com
