

Home On The Range

Business Assistant

A. Job Purpose and Function

1. In the absence of the Business Administration Director, prepare semi-monthly payroll including direct deposit, retirement contribution, payroll taxes, and all necessary federal and state reports to complete payroll.
2. Assist the Business Administration Director as the co-safety compliance officer in conjunction with Home On The Range's safety management program. As needed, enter all workers compensation incident reports and first report of injury claims. Complete annual OSHA report and post as required by federal law. Facilitate monthly safety training. Prepare quarterly and annual safety reports for WSI Safety Management Program.
3. Assist in maintaining personnel files including filing all documentation, recording training hours, and tracking personnel mandatory training compliance.
4. Monitor personnel training hours to ensure employees receive at least 20 hours of training annually. Advise supervisors/trainers of required training needed on a quarterly basis.
5. Learn basic job duties of the Business Administration Director, Administrative Secretary, and Administrative Assistant. Have a working knowledge of what each position does and how to do basic job duties.
6. Fill in for Business Administration Director, Administrative Secretary, or Administrative Assistant in the case of their extended absence.
7. Act as a liaison for employees on questions concerning their benefits as Home On The Range employees. Assist in coordinating open enrollment for insurances and other benefits.
8. Take minutes during weekly Leadership Team Meeting and quarterly Home On The Range Board meetings. Edit and distribute copies of the meeting minutes.
9. Prepare and process accounts payable and write checks as necessary.
10. Prepare and process accounts receivable, including on-going admits and discharges. Reconcile accounts receivable ageing each month.
11. Prepare and send out bills for resident care the first week of the month.
12. Write checks and keep balance on checkbook. Enter checkbook into accounting software.
13. Write cash receipts prepare deposit. Enter cash receipts into accounting software.

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14. Prepare and input monthly general journal entries.
15. Handle new employee hires including background check information, review of new employee paperwork, input new employees into Trakstar, accounting software, and insurances (for full-time employees). Use a tracking system to ensure all paperwork is collected and all new employee information is inputted into various systems (Trakstar, accounting, insurances, etc.).
16. Do Census Report in “real time” by placing it on the S drive and making changes as they occur (discharges & admits, level, clinician and aftercare services).
17. Other duties as assigned.
18. Participate in a minimum of 20 hours of continuing education or in-service training annually.
19. Enforce and comply with policies and rules in Home On The Ranges Residential Living Manual and Policies and Procedures Manual. Enforce and comply with licensing standards, accreditation standards, clients' rights, and all other safety and rules of conduct.
20. Consistently demonstrates core trauma informed principles and practices in his/her interactions with staff and residents. This includes maintaining a position of interpersonal transparency and using a RICH (respect, information, connection, hope) format to address conflicts with co-workers and the youth served at HOTR.

B. Decision Making Powers

Responsible for making decisions on a daily basis for the wellbeing of Home On The Range, its residents and employees.

C. Supervision

Work directly with supervisors and employees on personnel issues.

D. Work Conditions

This position entails mostly office work with limited traveling.

Home On The Range accepts children of all races, creeds, and colors, and employs people without regard to their age, gender, national origin, color, race, creed, religion, physical or mental disability, sex, including pregnancy, marital status, status with regard to public assistance. As personnel of Home On The Range you are responsible to be sensitive to the cultural differences of the people you work with and the children and

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families we serve.

E. Equipment Operations

The business assistant must be competent on the computer, and be able to learn the accounting software.

F. Home On The Range's Mission Statement

Under the guidance of the Catholic Church, provide a safe home for all youth who have experienced physical or emotional trauma, where every act is done with love to help them discover the dignity of the human person and learn the skills to manage life's challenges.

G. Confidentiality

There is a high level of confidential matter with this position. All information regarding residents and employees must be treated confidentially.

H. Accountability

This position is directly accountable to the Business Administration Director of Home On The Range.

I. Requirements

1. Must have a degree in business administration, accounting or a related field, from an accredited college or university, or at least 4 years in recent work experience in business office setting.
2. Must possess a high degree of managerial, supervisory and interpersonal relationship skills.
3. Must be proficient in using accounting software, Internet, data and word processing software.
4. Must be competent in accounting and budgeting principles and procedures.
5. Must be a fast learner and able to handle a variety of tasks with short notice.