



We're on a quest to find an **Office Manager** for our **Royale Place Retirement Residence**.

As a valued member of the team, the **Office Manager** will help us champion our collective commitment to deliver quality service and fulfill our mission to help residents live fully every day.

**JOB SUMMARY:**

The **Office Manager** is accountable to the General Manager for the management of the accounting department. This includes the effective management of all financial accounts including resident accounts and staff personnel records in accordance with the organization policies, procedures and standards.

**KEY RESPONSIBILITIES** (but not limited to):

- Manages and monitors all administration expenses, assists in the explanation of monthly variances and works with the General Manager to identify corrective action.
- Maintains petty cash system with accurate recording of cash distributed and receipts/signed vouchers for each transaction.
- Enters and updates all accommodation rates and miscellaneous monthly billing charges as applicable.
- Receives invoices and packing slips and ensures they are matched with invoices and checked and coded by department heads.
- Reconciles Trust account monthly and forwards to head office.
- Manages concierge/reception staff and assigns duties, if applicable.
- Performs other duties as assigned.

**KEY QUALIFICATIONS** (but not limited to):

- Must have successfully completed a bookkeeping certificate or accounting courses at a Community College, and possess proven office administration skills.
- Must have payroll administration experience in ADP.
- Must possess excellent leadership and communication skills.
- Must have experience in working as part of an interdisciplinary team.
- Must be proficient with WORD, Excel, e-mail, internet use and computerized documentation.

**Term: Permanent**

**Status: Full-Time**

**Posting Open Date: June 4, 2015**

**Posting Close Date: June 25, 2015**

**Interested applicants are encouraged to apply directly to:**

Taimi Post

General Manager

2485 Princess Street

Kingston, ON K7M 3G1

Email: [Taimi.post@siennaliving.ca](mailto:Taimi.post@siennaliving.ca)

In accordance with the Accessibility for Ontarians with Disabilities Act 2005, upon request, support will be provided for accommodations throughout the recruitment process.