

Administrative Professional

The Baptist Home

The Baptist Home, located in Jefferson City, is searching for a full-time Administrative Professional who is comfortable with numbers and details. The Administrative Professional is responsible for coordinating the accurate and timely delivery of accounting services to and for The Baptist Home system.

Primary Job Responsibilities include but are not limited to:

- Serve as the centralized hub for bookkeeping activities for HQ and sites across the state
- Be the liaison with the third-party accounting company on as needed basis
- Collect and prepare weekly for processing all accounts payable and deposits
- Provide personnel and payroll information to the third-party payroll company
- Review checks to ensure properly prepared
- Coordinate resident's accounts receivables with sites monthly
- Work with accounting company to close the monthly books
- Train all Baptist Home sites on proper accounting input standards
- Maintain audit worthy records at all times
- Advise, consult, support and otherwise assist the President as needed
- Other tasks as assigned

Secondary Job Responsibilities include:

- Serve as centralized conduit for new resident inquiries for all sites
- Ensure accurate census data and room availability at each campus
- Maintain up-to-date contact lists for each campus
- Provide phone etiquette training for each campus annually and as needed
- Be familiar with levels of care, rooms, rates and availability

Required Qualifications

- Associate degree in an appropriate field or equivalent experience
- Winsome and professional people skills
- Flexible and adaptable
- Organized
- Tech savvy
- Detail oriented
- Self-Starter

Preferred Qualifications

- Bachelor's degree preferred
- Experience with nonprofits is a plus

This is a full-time, non-exempt position. Average weekly schedule will be 40 hours, Monday-Friday. Benefits include medical, dental, and vision insurances, 401k matching, paid time off, and holiday pay. Compensation is based on education and experience.

To apply, please submit a cover letter and resume in PDF format to Dr. Rodney Harrison at president@thebaptisthome.org.

The Baptist Home is a distinctively Christian ministry called to JOYFULLY SERVE in a CHRISTLIKE manner by EDUCATING, ADVOCATING, and CARING for the aging to the GLORY of GOD. For over 100 years, The Baptist Home has provided quality, Christian care to the aging. During this time, The Home has grown to four campuses located across the state of Missouri with campuses at Arcadia Valley (Ironton), Ashland, Chillicothe, and Ozark. In addition, The Home provides nearly \$2 million dollars each year in benevolent assistance to residents in long-term care who can no longer pay the full cost of their care. The Home has further expanded its services to reach those outside our doors by providing ministry through educational services and outreach programs designed to assist churches and other organizations to help aging individuals who may never grace our doorsteps.

The Baptist Home is a ministry of the Missouri Baptist Convention.