



Are you looking to make a difference in the lives of others? Do you want to become part of a diverse and talented team of social service professionals? If so, St. Mary's Home for Children is looking for you!

Office Manager

- Annual Salary-\$39,000
- COVID-Vaccination required
- 30 hours per week
- PTO days
- Eleven paid holidays
- 403(b) Retirement Plan
- Blue Cross Blue Shield of RI-Healthmate Coast to Coast (health/dental/vision)
- SMHFC pay 75% of the cost for health care for full-time staff
- No referral needed with BCBSRI Healthmate
- Health Reimbursement Arrangement (pre-loaded-\$2000 individual/\$4000 family which you can use toward your deductible)
- Low prescription co-pays
- Low co-pays for doctor visits
- Flexible Spending Account (FSA)
- Free Life Insurance up to annual salary
- Aflac Insurance Eligible
- Tuition Reimbursement
- Longevity Bonus for years of service
- Employee Referral Program-\$250.00 for referring a friend to SMHFC!

Responsibilities and duties for SMHFC Office Manager:

- Invoice school depts. for all day students and all other agency invoices
- Invoice third party insurance companies.
- The Office Manager prepares daily census report of all program activities.
- Research denied claims and resubmit for payment.

- Follow up on past due accounts.
- Assist with year-end audit.
- Prepare and distribute reports and correspondence as requested.
- Assure confidentiality of all correspondence and files.
- Assist Finance Director on special projects and assignments as necessary including year-end audit.
- Reviews and maintains a copy of all contracts and grants, and verifies that all reporting requirements are in compliance and assist with financial aspects of grant proposals.

Qualifications for Office Manager: Experience in a business office, personal computer skills, third party billing. Detail oriented, good organizational skills, problem identifying and solving skills, and one year experience with data entry. Minimum High School Diploma required. Minimum of two years' experience.

Equal Opportunity/Affirmative Action Employer

Bilingual candidates encouraged to apply