



MEMORY CARE™
HOME SOLUTIONS

4389 West Pine Blvd

St. Louis, MO 63108

www.memorycarehs.org

Memory Care Home Solutions

Operations Specialist

Organization Overview

Memory Care Home Solutions is a 501(c)(3) nonprofit organization that exists to extend and improve quality time at home for families caring for loved ones with memory loss, dementia, or Alzheimer's disease. This mission is realized through a unique evidence-based intervention that pairs home-based caregiver training, dementia care education, and safety assessment with ongoing family follow-up and resource referrals. As a result, family caregivers are equipped to provide the best possible care to their loved ones, to effectively manage stress, and to sustain meaningful relationships within the family. Memory Care Home Solutions actively partners with Missouri stakeholders to minimize health care utilization costs at the individual, community, and institutional levels.

Position Overview

In accordance with Memory Care Home Solutions' policies and procedures, the Operations Specialist supports the Operations Department through basic accounting, human resources, and information technology functions. The Operations Specialist will work to maximize efficiency and accuracy of all operational systems to support the organization. The Operations Specialist reports directly to the Director of Operations and will support all functions of the Operations Department.

Minimum Qualifications

- Bachelor's degree
- Strong oral and written communication skills
- Budgeting and accounting skills
- Ability to lift thirty (30) pounds.
- Working knowledge of all Microsoft Office products e.g. Outlook, Excel, and Access

Preferred Qualifications

- Experience working with QuickBooks
- Demonstrated leadership and analytical skills
- One to two years of work experience in accounts payable and/or accounts receivable

Compensation Package and Reporting

- Position reports to and works under the direct supervision of the Director of Operations
- Salary commensurate with experience
- Two weeks paid vacation
- 8 paid holidays
- Group health and retirement savings benefits available

Key Performance Objectives/ Responsibilities

Accounts Payable and Receivable	<ul style="list-style-type: none"> • Perform daily A/R and A/P data entry including bills, credit card transactions, income transactions, and insurance billing. • Run reports and perform monthly reconciliations. • Maintain financial filing systems • Provide support in annual financial audit. 	60%
Human Resources	<ul style="list-style-type: none"> • Assist in maintenance of personnel files. • Research and draft new policies and procedures. • Support Director of Operations in all recruitment, hiring, and onboarding of new staff. • Perform minor HR tasks such as running background checks, sending out enrollment applications, and coordinating benefit updates. 	10%
Office and Facility Support	<ul style="list-style-type: none"> • Coordinate tech support for office staff. • Maintain office inventory and supply ordering. • Oversee minor and routine maintenance and repairs to building. • Coordinate with vendors. • Maintain office and basement organization. • Perform light office cleaning and organization. • Conduct department errands as needed 	25%
Miscellaneous	<ul style="list-style-type: none"> • Take all outgoing mail. • Provide proofreading support • Organize/Transcribe meeting notes as needed. • Coordinate appointment and committee scheduling as needed • Organizing information and creating presentation materials as needed • Other duties as assigned. 	5%

Please submit resume to sschoenig@memorycarehs.org