

From: george@physiciansrehabilitation.com [<mailto:george@physiciansrehabilitation.com>]

Sent: Sunday, March 19, 2017 12:17 PM

To: george@physiciansrehabilitation.com

Subject: New Position Open

Dear HMA members:

Due to our growth to 7 locations, we have created a new position. We are in need of an Human Resources Manager/Bookkeeper :

This full time position will encompass the duties of bookkeeping and HR coordination. The individual will function in an administrative capacity maintaining the general ledger and performing any related accounting functions. Will also be responsible for compiling all financial information, performing accounts receivable, accounts payable, and payroll functions, and monitoring compliance with financial procedures. In addition, this role will also incorporate HR benefit coordination, insurance management, and serve as a resource to all employees with Human Resource Concerns. Will assist with typical Human Resources function that aid in the growth and success of the business. Acts as a reference for employment law concerns. Aids the administrative staff with the recruitment, interview, and development processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES Bookkeeping Duties (40%) · Preparation and posting of journal entries to the general ledger · Preparation of general ledger trial balance · Preparation of monthly financial statements · Internal control auditing · Maintenance of asset management system · Preparation of tax reports · Preparation of bi-weekly accounts payable and accounts receivable · Assist CEO in preparing annual and amended budgets · Manage contracts

Human Resource Duties (60%) · Preparation of biweekly payroll(currently handled by payroll company), including tracking of PTO · Coordination and follow up with employees on 401k and retirement plans · Oversee the new hire process and is responsible for the documentation of that process · Maintain and regularly update employee handbook · Track and maintain evaluation requirements and recommend action on Human Resource matters · Assist with employee grievances when needed · Conduct exit interviews with terminating employees, evaluate turnover and identify retention problems from the data · Responsible for maintaining confidentiality as required by law and standard practice · Assist CEO with all matters requested

Job Type: Full-time

Required education:

- Associate

Required experience:

- HR Policies & Procedures and Bookkeeping: 5 years
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Interested parties may forward their resume, and cover letter, along with the answers to these questions, and we will be narrowing down and scheduling in person interviews over the next few days. You may respond confidentially to this email. Please do not call the office at this time:

What experience do you have in implementing, analyzing, overseeing, an EMR/EHR system?

Detail experience with billing, including ability to check billing company (we are considering bringing in house). .

How about excel and word experience/comfort?

Quickbooks experience and bookkeeping details.

HR functional/hands on experience.

Job notes:

I don't see much work beyond 40-50 hrs a week in season and less out of season. I have some projects necessary due to our growth, that need implementation, such as a new EMR (needs in use by Sept 1); additional support staff hiring; potential movement of medical billing in house.

Our locations : You will work out of our Ft Myers location, which is near Gulf Coast Hospital. We are in Naples, Ft Myers and Port Charlotte, all within approximately half hour from FM; Sarasota is an hour and Sun City and Clearwater an hour and a half. The Lady Lake/Villages office is 3 hours.

The HR function is oversight of all 7 locations. Bookkeeping is done in FM for all locations, and is truly centralized.. And I have a traveling office manager in Tampa who oversees the offices there and North, and someone from our management team at least weekly, visits each office. Our COO, our Medical Manager, our Medical Director, myself, and our office manager, do so, and will add the new HR/Bookkeeper to mix. We are focused on patient care, superb outcomes, patient satisfaction, and employee culture and morale, so we want consistency in offices. We move our docs and PAs around. And we also have an annual retreat/meeting for all staff.

We currently offer a 401k and cash balance plan. All participants received approximately a 10% (3% guaranteed, with rest discretionary) contribution annually since inception, when they qualify after 1 year. This position also offers two weeks of vacation, car allowance, and paid holidays.

We do not offer a health care plan at this time, electing to institute the retirement plans instead.

And let me know that you are okay with the expectations, answer the questions, and tell me your salary requirements.

With our common goals in mind,



George Ghanem, Chief Executive Officer
Physicians Rehabilitation
Specialists in Back, Neck and Knee pain