

Helen Purcell

Job Opportunity

Date Posted: 7/22/26

Application Deadline: Until position filled

Department: Administrative

Position: Operations Manager

Status: Full-time, Non-exempt

Salary: \$20.00/hr.

Minimum Qualifications:

Certifications Required:

A valid Ohio Driver's License

Preferred Knowledge and Skills:

Basic computer skills

Proficient with QuickBooks

Essential Job Duties:

The Operations Manager oversees Helen Purcell's financial records. This role is responsible for ensuring the maintenance, development, accuracy, quality, and timeliness of all financial records and transactions. The Operations Manager interacts positively, professionally, and amicably with residents, staff, and visitors while working to achieve the goals outlined in Helen Purcell's Mission and Vision.

Key Responsibilities and Accountabilities:

The Operations Manager:

1. Coordinates and facilitates Helen Purcell's benefits programs.
2. Assures necessary supplies are ordered in a timely manner.
3. Assures Helen Purcell's bookkeeping is secure, current, and accurate.
4. Assures Helen Purcell's invoices are accurate and sent to residents and their families, on time with the assistance of the Administrative Assistant.
5. Assures Helen Purcell's vendors' invoices are accurate, paid correctly, and timely.
6. Assures that an accurate payroll is prepared and issued in a timely manner with the assistance of the Administrative Assistant.
7. Monitors Helen Purcell's budget and provides financial reports as needed.
8. Assures current and accurate employee personnel files are maintained, including calculating and maintaining an accurate record of employees' Paid Time Off (PTO) with the assistance of the Administrative Assistant.
9. Makes bank deposits as needed.
10. Assures Helen Purcell's bank deposits are reconciled on a monthly basis.
11. Completes insurance and other vital forms as needed.
12. Assures current, complete, and accurate resident files are maintained.
13. Develops and provides financial reports as needed
14. Performs other related duties as assigned.

Internal Applicants: Submit letter of interest before the posting deadline

External Applicants: Please Submit Application and Resume via mail, Fax, in person or via our website Manager by the application deadline to:

Helen Purcell Attn: Missy Miller

1854 Norwood Boulevard

Zanesville, OH 43701

Website: www.helenpurcell.org

Helen Purcell is an Equal Opportunity Employer