



Business Manager – Public Health & Home Care

Location: Office located in Thief River Falls, serving Pennington & Red Lake Counties

Full-time (40-hours/week)

Starting wage: \$27.44 – \$29.82 per hour, depending on experience and qualifications.

Overview

We are seeking a detail-oriented Business Manager to oversee financial operations for our Public Health and Home Care agency. This role manages accounting, billing, grants, and compliance with CMS and regulatory requirements.

Key Responsibilities

- Maintain financial records, general ledger, and reports
- Oversee billing (Medicare, Medicaid, private pay, insurance etc.)
- Manage grant budgets, tracking, and reporting
- Monitor accounts payable/receivable and reconciliations
- Assist with budgeting and financial planning
- Prepare for audits and ensure regulatory compliance
- Supervise administrative staff

Qualifications

- Experience in Accounting, Finance, Business, or related field. A degree is preferred
- Experience in healthcare, government, or nonprofit accounting
- Grant financial management experience preferred
- Knowledge of billing systems (Medicare/Medicaid a plus)
- Strong attention to detail and organizational skills
- Must be eligible for bonding

Why Join Us?

- Meaningful work supporting community health
- Collaborative team environment
- Comprehensive benefits package, including Paid Time Off, paid holidays; medical, dental, and vision coverage; life insurance, PERA retirement.

Affirmative action commitment and equal opportunity Employer.

Application Instructions:

- Apply in person at 101 Main Ave N, Thief River Falls, MN 56701 or download the application at our website pennredlakecopublichealth.com

Questions? Call 218-681-0876 or email Kayla Jore at krjore@penningtonmn.gov