

## Career Opportunity:

### Business Manager (Victoria Harbour)

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Tapestry is an independent living community for adults passionate about actively aging. At Tapestry, residents live healthy, engaged, purposeful and socially connected lives and experience personalized, resident-centric service. The Business Manager is responsible for overseeing all aspects of the community's financial operations, including facilitating bi-weekly payroll for on site employees. Reporting to the General Manager, the Business Manager works with corporate office to facilitate accounts payable and receivable, including monthly resident billing. This full-time role is also responsible for all required financial reports and documentation, assists with new hire processes and documentation, oversees and maintains resident files and ensures all related records are up-to-date and accurate for the community, which operates 24-7/365 days per year.

#### Qualifications & Requirements

- Related degree, diploma or certificate (Business, Accounting, Management, etc.)
- At least two years of experience working in a fast-paced, professional environment, requiring a high-degree of organizational skills and financial acumen
- Strong knowledge of Microsoft Office suite
- Strong knowledge of accounting software (Yardi preferred) and Payroll systems (Dayforce preferred)
- CPR and First Aid Certification
- Understanding of basic human resources principals and standards, including BC ESA

#### Compensation & Benefits

Tapestry offers an exceptional total compensation package, including a competitive wage and comprehensive benefits, including vision, dental, virtual doctor and other paramedical coverages through Canada Life. We also offer a no-wait Employee & Family Assistance Program (LifeWorks) that gives you immediate access to a wide range of resources as well as special perks and discounts to major retailers. Our community is located in beautiful downtown Victoria, near public transit with on-site parking. If you're passionate about making a difference in people's lives and you're a team player, please contact us and let us know why you would be an excellent candidate for our community.

#### COVID-19 Protocol:

During the COVID-19 pandemic, Tapestry has taken a number of significant measures to protect the health of our residents and employees, including active screening upon entry to the community. You must be fully-immunized to work at Tapestry (two doses and a booster). We offer a generous sick pay program as part of our generous employee benefits package.

#### To apply:

Please send a resume and cover letter to Amber Reis, General Manager at [AReis@DiscoverTapestry.com](mailto:AReis@DiscoverTapestry.com)



**Referral Program:**

As an employee, if you recommend a qualified candidate that we hire, you will be eligible for an Employee Referral Program award!

**Posted:**

July 19, 2022