

**Job Objective:**

The Part-Time Administrative Operations Specialist plays a key role in supporting the administrative operations of Embrace Life Services by overseeing critical compliance-related tasks, managing data accuracy, analyzing operational metrics, and ensuring timely communication with internal departments. This individual will coordinate office workflows and provide oversight such as payroll analysis, billing compliance, IR reporting, vendor credentialing, and internal data systems.

This position is ideal for a highly organized, detail-oriented professional with strong analytical skills and proactive approach to identifying and resolving issues.

Terms of Employment:

Embrace Life Services employment opportunities are offered at an “At-Will” Agreement. At-Will is defined as a mutual consent of the employee and Embrace Life Services. While Embrace Life Services has every hope that the employment relationship will be mutually beneficial and rewarding, employees and Embrace Life Services (or its successor) each retain the right to terminate the employment relationship at will, at any time, with or without cause.

General Qualifications:

These qualifications are to ensure that the applicants possess the necessary skills, knowledge, and experience to effectively perform the responsibilities of the role. Qualifications help in identifying suitable candidates who can contribute to the organization’s missions and meet the unique needs of the position.

The qualifications for the Administrative Operations Specialist are as follows:

- Associate’s or Bachelor’s Degree in Business Administration, Accounting, Office Management, or related field preferred.
- Minimum of 2 years’ experience in an administrative, payroll, or compliance role.
- Strong understanding of payroll and billing procedures; familiarity with nonprofit/healthcare compliance a plus.
- Proficiency with Excel, Google Workspace, and form-building tools such as JotForm. High attention to detail, analytical thinking, and problem-solving skills.

- Strong communication skills.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Demonstrated ability to work independently, manage multiple priorities, and meet deadlines.

Environment/Working Conditions:

This is a part-time on-site position, requiring approximately 15-25 hours per week, with a flexible schedule based on workload and project deadlines. The role offers a blend of independent, focused work and collaborative interaction with other departments. While some tasks may be time-sensitive, the overall environment promotes autonomy, efficiency, and proactive communication. The ideal candidate will thrive in a supportive but fast-paced administrative setting where attention to detail and organization are highly valued.

Key Responsibilities:

Administrative and Compliance Oversight:

- Review and filter incoming reports to ensure program operations meet internal and external compliance standards.
- Receive and monitor communications related to program findings, citations, or compliance issues, escalating concerns as needed.
- Track deadlines and monitor follow-up actions to ensure timely resolution and adherence to corrective action plans.

Payroll, Billing & Financial Coordination:

- Analyze and assist in payroll and attendance billing processes to ensure accuracy and alignment with organizational policies.
- Track and reconcile billing data across systems, supporting both internal audits and external reporting needs.
- Handle member authorizations and communicate to their appropriate teams,
- Conduct account payable responsibilities and make sure vendors are being paid,
- Coordinate with finance and HR teams to identify discrepancies, propose corrections, and ensure timely processing of payroll-related changes.

Vendor Credentialing & Systems Access:

- Maintain oversight of Vendor Credentialing (VC) compliance requirements; ensure all necessary documents and verification are current.
- Manage periodic quizzes or compliance modules through JotForm, ensure content is updated and results are tracked.

Reporting and Communication:

- Generate, compile, and distribute recap summaries that include operational timeframes, program deadlines, and payroll-related actions.

- Develop standardized templates or dashboards for reporting to enhance clarity and accessibility for leadership.
- Collaborate with program directors and department leads to communicate key updates and outstanding requirements.

Equal Opportunity Employment Statement:

Embrace Life Services is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all employees within which personnel processes are merit-based and applied without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, age, deaf, disability, national or ethnic origin, military services status, citizenship or other protected characteristics.