

# SENIORS FIRST, INC. JOB POSTING

## DATA MANAGER

### VETERANS PREFERENCE

Seniors First, Inc. is a non-profit organization dedicated to empowering senior citizens to live independently with dignity, by providing essential services such as in-home care, transportation, meals, and social support. We have over 100 employees and have been serving the central Florida community for nearly 60 years.

The Data Manager is a newly created position that will be responsible for leading an existing team of 5 (3 of which will be direct reports). The Data billing team is tasked with processing a large volume of vendor invoices each month and uploading the information into a state database called eCIRTS. As our organization has grown, we are seeking to upgrade our software and systems. This position will play a key role in this process.

The Data Manager is responsible for the overall management of the agency's data lifecycle, including but not limited to data operations and processing, and systems function of the agency and serves as the primary liaison between staff and data developers. Enforce procedural and security standards for data operations including data integrity.

The ideal candidate will have a Bachelor's degree in Computer Science, Business Administration, or an Information Systems degree, Programming, or related field. At least two years of computer software support with databases, word processors, communications and spreadsheets. Work experience may substitute for formal education. Ability to utilize ServTracker, AIMS, SQL, and ACCESS to develop and update reports. Excellent knowledge of MS Office Suite, including but not limited to Word, Excel, Access and Outlook. Must be able to learn other software programs required by the department and/or agency

Areas of focus include:

- Data Operations
- Data System Management
- Contracts
- Audits and Monitoring Compliance
- Reporting

As a team member at Seniors First, Inc. you'll enjoy:

- Benefits including Health care, Dental, Vision, Life insurance
- 403(b) Thrift Plan
- Paid Holidays
- Paid Time off

We are conveniently located just north of the intersection of I-4 and SR 435 in Orlando, FL.

This is a full-time position working Monday through Friday 40 hours a week.

**All applicants must be able to demonstrate the ability to pass a pre-employment drug test, driving record check, and a Level 2 background screen.**

**Position Opens: November 15, 2024**

**Position Closes: January 15, 2025**

All interested applicants should apply at: [hr@seniorsfirstinc.org](mailto:hr@seniorsfirstinc.org). Internal applicants see HR.

**Seniors First is a... Drug Free Workplace, E-Verify/AA/EOE-F/M/Vets/Disabled**

Qualified individuals with a disability have the right to request a reasonable accommodation to our paper application process. If you are unable or limited in your ability to complete the application as a result of your disability, request a reasonable accommodation by contacting, Human Resources, 407.292.0177 or [hrlevel2@seniorsfirstinc.org](mailto:hrlevel2@seniorsfirstinc.org), informing us regarding the nature of your request and providing your contact information. **Please do not direct any other general employment related questions to this email and/or phone number.** Only inquiries concerning a request for reasonable accommodation will be responded to from this e-mail address and/or phone number.