

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 position is 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, processing, and system functionality. Serves as the primary liaison between staff and data developers. Ensures adherence to procedural and security standards for all data operations, with a strong focus on data integrity and compliance.

The ideal candidate will have a Bachelor's degree and at least two years of experience in either computer software support, databases or systems. Work experience may substitute for formal education. Ability to learn and 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 in the MetroWest area 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 (see <https://info.clearinghouse.com>).

Position Opens: February 18, 2026

Position Closes: April 18, 2026

All interested applicants should apply at: 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, 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.