Vacancy Announcement

POSITION: Administrative Manager
OFFICE/DIVISION: Comprehensive Treatment Center (CTC), Community Health Division
BULLETIN No: 05032017
SALARY RANGE: (Commensurate with experience)
OPENING DATE: 03/29/2017
CLOSING DATE: Open until filled
FIRST SOURCE: RM-15-HCA-STATS-000-BY04-CPS

MAJOR DUTIES:
Provide efficient management of administrative services for CTC, enabling the program to carry out its daily work and business effectively. Support operations by supervising staff, planning, organizing, and implementing administrative systems.

Provide and oversee the daily business operations, including all client billing, budget and financial management; purchasing, procurement, and contract administration; general administrative services; facilities, property, safety, space management; human resources services; and patient flow.

BRIEF DESCRIPTION:
• Administer and monitor the financial systems of CTC to ensure that finances are maintained in an accurate and timely manner to include: preparation and monitoring of budget; preparation of invoices; reconciliation of invoices and payments; maintenance of financial files and records to ensure financial compliance with regulations.
• Oversee patient billing, collection and claims reconciliation.
• Negotiate and initiate requests for all CTC procurement in accordance with UPO procurement guidelines.
• Create and manage UPO/CTC contracts ensuring legal, program and auditing requirements; maintain a schedule and follow up on all contract reporting requirements; communicate with UPO management and partners regarding contracts, reports, contract changes, and payments.
• Support the CTC Center Director in personnel resources actions, and review those actions to ensure they are properly supported and consistent with the UPO/HR policies.

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• Supervise clerical personnel, which includes: interviewing prospective employees; providing and/or recommending training; coordinating, scheduling and assigning work product; establishing performance measures, goals, objectives and priorities; evaluating work performance; providing feedback, direction and guidance; keeping personnel abreast of new or revised information; answering questions; and recommending and/or implementing personnel actions.

MINIMUM QUALIFICATIONS:
Bachelor’s Degree in health administration or business. Eight years of experience in the areas of business management, billing and budgeting may be used in lieu of education qualifications.

Direct experience in developing and managing budgets and contracts. Experience with Microsoft Office programs, specifically Excel, and working knowledge of different types of software programs. Ability to produce billing and financial reports, business correspondence, and procedure manuals. Ability to effectively use electronic time keeping program.

Prior experience in a hospital setting, healthcare facility, or managing the business office of a healthcare practice. Experience with Medicaid and/or commercial insurance billing.

Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds. Possess effective organizational and professional communication skills, both written and verbal.

DESIRED QUALIFICATIONS:
Masters’ degree in health administration, business, or related field and a minimum of four years of experience in management, budgeting, financial reporting and accounting. Strong project management, verbal and written communication skills. Demonstrated ability to work in a service environment for difficult to manage clients.

Ability to prioritize tasks, analyze data, problem solve, think critically and create and improve organizational systems. Ability to create positive, long-term working relationships by demonstrating a commitment to teamwork and customer service by consistently exhibiting tact, dependability, diplomacy, and flexibility.

OTHER REQUIREMENTS:
In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, and pre-employment drug screening as applicable for the position.

This position IS NOT in the collective bargaining unit.

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