



Class Title	Business Manager
Position Number	0076
FLSA Status	Exempt
EEO Classification	Professional
Department	Old Towne Medical and Dental Center (OTMDC)
Supervised By	Executive Director

Nature of Work

Manages office operations and staff to ensure organizational effectiveness and efficiency.

Essential Job Functions (other essential job functions may be designated by department)

- Manages staff to ensure business operations align with the strategic plan of the organization.
- Hires, trains and evaluates performance business for office staff.
- Monitors workflow, policies and procedures connected to patient experience to identify opportunities for improvement.
- Ensures successful completion of all audits by overseeing and working directly with contracted auditors.
- Develops and prepares reports; assists with writing and securing of grants, budget, funding; identifies financial needs for center
- Propels business by preparing reports and/or other communications with the Board of Directors and other principal sponsors in the public/private sector.
- Oversees all accounts payable and receivables, issues purchase orders; codes expenditures for payment to JCC Accounting; manages all medical billing including self-pay patients, Medicaid, Medicare, HMO's and commercial insurances.
- Oversees the selection, procurement and maintenance of office equipment; staffs responsible persons for cleaning, sterilizing and maintaining the center and medical equipment.
- Performs other duties as assigned.

Job Preparation Needed

- Any combination of education and experience equivalent to a Bachelor's degree in Business Administration or related field required; Master's degree preferred; considerable experience in healthcare management or related field.
- Must possess, or be able to maintain within 30 days of hire, a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Must possess knowledge of Revenue Cycle Management.
- Knowledge of standard managerial practices in a healthcare environment; accounting principles; healthcare regulations and terminology.
- Skill in use of computer software, especially Microsoft Office Suite; database management; medical records management and storage; data collection best practices.
- Ability to communicate effectively; listen and understand information and ideas presented verbally or in writing; manage several projects simultaneously and meet set deadlines; work and lead others in a fast paced setting; make independent decisions in accordance with established policies and procedures; demonstrate discretion and maintain confidentiality.

Performance

All employees are expected to work effectively and ethically with citizens and with each other to meet the needs of the community and the organization. Employees are expected to demonstrate work behaviors that model the County's values and further the County's mission.

Post Offer Requirements

- Credential check
- Driving record check
- OIG Exclusion List check
- National criminal history /sex offender record check

Introductory Period 6 months

Post Hire Requirements

- Must maintain a Virginia driver's license and an acceptable driving record.
- Period OIG exclusion list check.

Job Locations and Conditions

- Duties are performed primarily in an office setting; travels to various work sites.
- Must be able to work a flexible schedule, including some nights and weekends.
- Performs work safely in accordance with department safety procedures and County Safety Program; operates equipment safely and reports any unsafe work condition or practice to supervisor.
- May be required to report to work to serve customers during emergency conditions; may be assigned to report at a different time and location and to perform different duties as necessary.



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General Aptitudes and Physical Abilities

James City County is an Equal Opportunity Employer. The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Incumbents must be able to perform all essential job functions unaided or with reasonable accommodation. Prospective and current employees are invited to discuss accommodations.

Frequency Scale:

C= Continuously (2/3 or more of the time)	F= Frequently (from 1/3 to 2/3 of the time)	O= Occasionally (up to 1/3 of the time)	R= Rarely (less than 1 hour per week)	N= Not an essential job function
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General Aptitudes/ Physical Abilities	Frequency	Description
Mental Ability	C	Must have general learning ability and the ability to understand instructions and underlying principles; understand and follow oral and written instruction, and/or to guide/give instructions; and ability to make decisions in accordance with established procedures and policies
Communication Ability	C	Must have ability to understand meanings of words and ideas associated with them and to use them effectively; comprehend language to understand the relationship between words; understand meanings of whole sentences and paragraphs; present information or ideas clearly; and communicate with public, vendors, supervisors and/or other employees and County officials. <ul style="list-style-type: none"> • Verbal Communication: hear/listen; communicate orally with public, vendors, supervisors, other employees and County officials • Written Communication: read/understand text; exchange information in written form
Mathematical ability	F	Must have ability to perform accurate calculations mentally and/or aided by a calculator or other device
Spatial ability	O	Must have ability to comprehend forms in space and understand relationships of plane and solid objects; may be used in such tasks as blueprint reading and in solving geometry problems; frequently described as the ability to mentally visualize objects of two or three dimensions or to think visually of geometric forms
Operate office equipment	F	Office equipment such as computer keyboard and mouse, copy/fax machines, telephones, calculator, etc.
Operate other equipment/tools	N	Necessary equipment and/or tools
Transport/Reposition Objects	O	Must be able to transport and reposition <5 pounds of materials/equipment from (ground to waist, at waist level, waist level to shoulder, above shoulder)
Ascend/Descend	N	Must be able to work in and move to different height levels
Sit	F	Must have the ability to sit
Stand	F	Must have the ability to stand
Walk	F	Move self from one location to another on flat terrain
Run	N	Move self from one location to another on both flat and rough terrain)
Position self to lower level	R	Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself
Reaching, handling, fingering, and/or feeling	F	Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands
Seeing	C	Must be able to see, to perceive, or comprehend by the sense of sight; be able to focus with distinctness or clarity; use peripheral vision; and determine color and depth perception. Must be able to see at night and/or in dark spaces
Hearing	C	Must be able to hear and listen to voices and sounds
Driving	F	Must be able to transfer or convey in an automatic vehicle including car