

James City County Career Center

Business Manager

Location:
Human Services Center

Job Type:
Full-Time

Posting Date:
08/13/2021

Competitive Salary DOQ + **Full time County Benefits.**

Olde Towne Medical and Dental Center (OTMDC) is seeking individual to manage office operations and staff to ensure organizational effectiveness and efficiency.

Responsibilities

- 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.

Requirements

- 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.

Click here for full job description. Accepting applications until filled. Cover letters and resumes may also be attached, but a fully-completed application is required in order for your application to be considered.