Part-time Practice Manager

Alyeska Vascular Surgery, a growing and stable medical clinic, with one physician (soon to be two), several mid-levels and a solid support staff including a competent office manager, seeks a part-time practice manager to focus on financial aspects of management.

This position reports directly to the managing physician.

The physician is open to a flexible, defined work schedule. Duties include:

BUSINESS FUNCTIONS

1. Uses cost-benefit thinking to set priorities for the Clinic and staff.
2. Manages billing/coding and AR/AP
3. Monitors financial expenditures.
4. Identifies / implements cost-effective approaches.
5. Supports and implements organizational technology changes.
6. Commits to a focus on continuous improvement of workflow processes and procedures.

ADMINISTRATIVE FUNCTIONS

1. Maintains personnel records.
2. Coordinates benefits enrollment.
3. Reviews statements, invoices, receipts, and charges.
4. Manages time reporting and other changes affecting payroll.

MANAGEMENT FUNCTIONS

1. Aligns people and projects to achieve initiatives.
2. Works with direct reports to establish performance standards, monitors progress toward goals and objectives.
3. Ensures employees are treated in a fair and equitable manner.
4. Complies with all EEO obligations and responsibilities.
5. Develops staff through coaching, mentoring, rewarding, training, and guiding.
7. Completes performance evaluations for direct reports on a timely basis.
8. Conducts disciplinary and termination meetings.
9. Assists all staff in the interpretation of policies and procedures.
10. Assesses current and future staffing needs based on organizational goals.

Requirements:

1. Bachelor’s degree in related field plus three to five years’ related experience. For a more detailed list of requirements, a job description is also posted.
To apply, please email your resume to lynne@thegrowthcompany.com. For questions, please call Lynne Curry @ 9-07-276-4769.