# Division Administrator – Position Description

## Position Purpose

The Division Administrator will be responsible for the Division of XXX and will have a matrix reporting relationship with the Division Director and the Vice Chair of Finance and Administration. This position is responsible for the overall operations of the Division, which includes financial management, research operations, support services, facilities, purchasing and inventory, information systems, medical staff privileging and credentialing, regulatory affairs, provider contracts, security, health and safety, compliance, medical education, human resources, academic affairs and marketing.

The Division Administrator collaborates with the Division Director, providing financial guidance, background information, and management advice and providing counsel to faculty and staff concerning administrative processes associated with clinic operations, finance, graduate medical education and research activities. The Division Administrator is responsible for the financial analysis and programmatic oversight for the clinical practice, management of the research enterprise, and support of the training programs. The Division Administrator has a high degree of authority and, in partnership with the Division Director and the Vice Chair of Finance Administration, directs strategic business, program and policy development and operational planning for the Division. The Division Administrator also serves as the administrative liaison with Division programs with the Department of Medicine and College of Medicine regarding administrative issues.

## Duties and Responsibilities

* Preparation of business analyses, proposals, implementation plans for new programs, and the design and implementation of changes to existing programs. The Division Administrator works collaboratively with the Hospital and Practice Plan to guide the growth and development of both new and existing clinical programs, which relate to all areas of patient care and sub-specialty care including inpatient service, outpatient service and Tele Medicine.
* The Division Administrator identifies keys areas of growth based on emerging trends, expansion opportunities and competitive advantages. The Division Administrator works closely with the Division Chief to establish long-range strategic goals for the division and develops plans and timetables for execution of those goals.
* Supervises the fiscal management of financial resources (e.g., state funds, grants and contracts, and gift accounts) for the Divisions, including financial planning, budgeting and accounting functions. Has decision-making authority and must exercise independent judgment to facilitate the optimal use of division resources.
* Establishes the divisional financial management policies, coordinates the preparation of regular financial reporting which is provided to the Division Director and Principal Investigators. Ensures compliance with the policies and procedures of the University, Department, and those of federal and other funding agencies.
* Designs, implements and ensures currency of procedures and documentation to assure fiscal compliance with University, State and Federal guidelines and laws involving personnel/payroll, purchasing, budget management and travel.
* Establish budgets, process personnel and non-personnel transactions and reconcile financial records each month. Provides the oversight, management and monitoring functions for the Division operating budgets, grant and gift budgets, applying appropriate stewardship of available funding streams. Manages these budgets to assure compliance with the complex Department, University, State and Federal requirements.
* Monitors cash balances as well as verifying the accuracy of Accounts Receivable (AR). Ensuring timely receipts of all invoices (AR). Insure all reporting deadlines are met. Reviews monthly payroll reports for consistency with individual effort and funding. Insure timely submission of effort and activity reports.
* Prepares and maintains administrative and business reports and records. Collaborates with Development staff to develops and administer a system for generating monthly budget reports to satisfy requirements of donor agency, institution, and investigators for planning, budgeting, auditing and oversight purposes.
* Collaborates with the grants management team to monitor timely grant submissions and renewals, post award financial planning and reporting, reporting of clinical trial accrual by faculty member.
* Work collaboratively with the Department’s Clinical Practice Manager and the Ambulatory Care Division of XXXX to oversee faculty practice site operations with respect to monitoring of scheduling templates/volume, improve and maintain patient satisfaction scores and organization metrics.
* Ensures clinical providers and staff meet compliance and regulatory requirements. Coordinate renewal and goal reporting on faculty Professional Services Agreement with the hospital.
* Coordinate faculty assignments at the various clinical service locations.
* Analyze and recommend action concerning clinical productivity and physician billing activities. Assist in design of management reporting systems to facilitate the Division’s ability to monitor and manage the clinical enterprise.
* Oversee the Division staff to coordinate and track physician and other provider licensure and certification including licenses, insure that all are up to date, along with coordinating and track physician and other provider clinical credentialing. Facilitate the annual faculty evaluation and contracting processes, along with compensation planning and calculations.
* Manage division support staff. Prepare and coordinate all personnel actions (posting vacant positions, hiring new staff, position descriptions). Coordinate annual personnel evaluation process, meeting all institutional deadlines. Oversee submission of leave slips, insure that leave taken is recorded appropriately. Oversee timekeeping for bi-weekly employees.
* Ensure the Division's personnel employment activities and practices are in compliance with Department, School, University and State personnel policies and procedures. Ensure the correct and proper maintenance of Divisional personnel files, including vacation/sick leave records, time-keeping and related supporting documents. Ensures appropriate record confidentiality is maintained in compliance with University policy and state and federal regulations.
* Provide advice and counsel regarding personnel decisions. Initiate, review, and recommend personnel actions including promotions, salary actions, employee performance evaluations, training and terminations for staff personnel and be responsible for all Faculty and Staff HR and payroll activities.
* Assist Division Director with the development and communication of divisional policies and procedures.
* Oversee the Fellowship Program Coordinator for management of Fellowship Training Programs, coordinate the recruitment and hiring for post-doctoral fellows and clinical fellows.
* Assist DOM education staff with Division student, residency and fellow program including rotation schedule and evaluations. Insure all ACGME protocols are followed.

## Knowledge, Skills and Abilities

Must have budget, accounting, supervisory and computer skills. High proficiency in all aspects of MS Office Suite, particularly Excel. Extensive experience in financial management and a working knowledge of academic physician practice preferred. Outstanding organizational, analytical, and interpersonal skills required and the ability to function within a complex environment comprised of a wide range of individuals both within and outside the institution.

## Position Requirements

Education: Bachelor’s degree

Experience: 5+ years of relevant experience

FLSA: Exempt