

## ***Business Office Manager/Director***

### ***Position Qualifications***

- Must be available for 90%-100% travel
- Minimum of 5 years experience in a Hospital Business Office Manager or Director level position
- Complete understanding of hospital accounts receivable
- Experience with Policy and Procedure development and implementation
- Experience managing the Business Office personnel and developing productivity measurements for the office staff
- Proven ability to decrease A/R
- Proven ability increasing cash flow
- Proven ability reducing days in A/R

### ***Technical Skill Set***

- Proficient in Microsoft Word and Excel
- General knowledge of patient accounting systems

### ***Desirable Personality Traits:***

- Organized
- Ability to work independently
- Flexible
- Ability to handle deadlines
- Team player
- Dependable
- Good verbal and written communication skills
- Professional and ethical behavior
- High Energy

