

Clinic Business Manager, Communicative Disorders and
Sciences

University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=228249>

Downloaded On: May. 9, 2024 9:07am

Posted Dec. 29, 2023, set to expire Aug. 4, 2024

Job Title	Clinic Business Manager, Communicative Disorders and Sciences
Department	Communicative Disorders and Sciences
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 29, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Health Services Financial Planning/Budget Management Business & Administration
Job Website	https://www.ubjobs.buffalo.edu/postings/47305
Apply By Email	
Job Description	

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The **[Audiology and Speech-Language Pathology Clinic](#)** in the **[Department of Communicative Disorders and Sciences](#)** is seeking a **Business Manager**. This is an exciting opportunity to manage the financial affairs and business office of a busy clinical facility within the **[College of Arts and Sciences](#)** at the University at Buffalo.

As the Business Manager you will :

- Develop and maintain financial records to provide up-to-date accounting and financial forecasting information, manage clinic payables and receivables.
- Serve as a liaison to legal counsel and other internal/external constituents.
- Manage community contracts.
- Supervise clinic staff and students.
- Oversee purchasing, reporting and maintenance of clinic equipment.
- Serve as Billing Compliance Officer working closely with the Clinic Director, HIPAA Privacy and Security Officials, UB Business Services and the Department Chair.
- Facilitating student malpractice insurance and monitoring credentialing of practitioners.
- Supporting the externship coordinators' needs related to external community placements.

Clinic Mission

Our Client Care Goals

- To provide quality, state-of-the-art evaluation and treatment of speech, language, voice, swallowing, hearing and balance
- To provide timely and targeted clinical services, including counseling for management and improved quality of life
- To provide appropriate recommendations and referrals to meet our clients' needs

Our Training Goals

- To educate and mentor the next generation of clinician-scientists in Speech-Language Pathology and Audiology, including undergraduate and graduate students
 - Graduate student clinicians work directly with patients under the supervision of Clinical Faculty
 - Undergraduate students gain experience through observation
- To integrate clinical education and services with clinical research
- To provide hands-on learning experiences to prepare students for the variety of cases they may encounter in their future careers

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including

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Minimum Qualifications

- Bachelor's degree
- Two years of financial administrative experience
- Excellent oral, written and interpersonal skills
- Must be able to interact with a diverse constituency
- Computer experience in MS Office (Word, Excel, Access) required
- Must be able to manage competing priorities and demonstrate a commitment to learning new skills as needed.

Preferred Qualifications

- Master's degree
- Experience managing the business operations in a medical or clinical setting

Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

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