



Trumansburg Family Medicine is seeking a full-time **Practice Administrator**.

Job Summary:

The Practice Administrator is responsible for successfully managing and operating the medical practice and provides our office with the resources required to meet patient needs and meet the financial objectives of the practice. This is a full-time, weekday position.

Primary Job Responsibilities:

1. Manages the daily operations of the practice while developing, monitoring, and analyzing budget and financial information.
2. Assists in the financial management of the practice, managing compensation, benefits, office expenses and vendor reimbursement.
3. Oversees HR and participates in the selection, training, supervision and evaluation of clinic staff, and maintains job descriptions and personnel policies.
4. Resolves administrative and operational problems including the maintenance of clinic property, computer systems, and installed software applications.
5. Ensures compliance with regulations and standards.
6. Serves as a liaison between clinic and external agencies.
7. Coordinates with medical staff to ensure quality patient care and services are provided.
8. Performs other duties as assigned.

Requirements:

The ideal candidate would have previous administrative experience in a healthcare setting. We are looking for a dynamic individual ready to support us as we provide essential healthcare services to our community. Competitive salary and benefits.

Qualified applicants should send their resume/CV to practiceadmin@tburgfamilyhealth.com. We look forward to hearing from you!