



<b>Job Title</b>	Business Manager II
<b>Company</b>	The Children's Hospital of Philadelphia
<b>Contact Person</b>	Julie Poquette
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<b>Company Description</b>	
<b>Description of job (Please limit to a maximum of 8 lines)</b>	<p>Under the guidance of the respective Division Administrator(s), the Business Manager II will complete assigned tasks, mainly focusing on enhancing divisional operational efficiencies. This position will have a matrix reporting relationship to the Administrative Directors of Neurology, Nephrology, and Human Genetics. Specifically tasks with include, but not limited to:</p> <ul style="list-style-type: none"><li>• Developing, enhancing, and maintaining various Divisional-specific reports (esp. by partnering with Dept. of Peds Reporting team), along with distributing this data to various stakeholders (ADs, Division Chiefs, and physicians).</li><li>• Communication with AD(s) and Division Chief(s) regarding operational issues, and ad hoc Dept. requests.</li><li>• Serve as a resource to physicians and staff on matters related to QI projects, operational efficiencies, and financial reimbursements.</li><li>• Management of daily financial operations. Ensure optimal utilization of all available financial resources, including practice funds, special purpose accounts, endowed chair monies and grant funds (as specific to the division).</li><li>• Assists AD(s) in preparation of the Divisions' annual budgets and quarterly variance reports.</li><li>• Serve as a time-keeper (and/or Lawson supervisor) for the majority the Division's administrative staff, along with maintaining their employee/ HR files and assisting in providing performance evaluations, as appropriate.</li><li>• Will oversee staff assigned with processing employee reimbursements (from various types of accounts) and be responsible for investigating related-matters, when problems arise. As needed, this position will work on additional special projects and should strive to develop sufficient familiarity with Division(s) to provide back-up supervision in the AD's absence.</li></ul>
<b>Minimum Requirements</b>	<p>Master's degree in Business, Health Administration or related field preferred. Bachelor's degree required. Three years of related experience or comparable level of achievement preferred. Previous supervisory experience preferred. Ability to manage diverse staff, build capacity, and promote productivity.</p>
<b>Hours</b>	80
<b>Salary</b>	Based on experience
<b>Benefits Description</b>	