The Municipality of Skagway is accepting applications for the position of Administrative Manager for the Dahl Memorial Clinic. This is a full-time position working a minimum of 40 hours per week.

WAGE RANGE: Grade 16, Step One-Entry level wage - $29.03 per hour. This position is eligible for benefits.

DUTIES:
- Serves as functional CFO (Chief Financial Officer) for administration of clinic grants.
- Direct supervision of administrative staff including receptionist, billing clerk, administrative assistant and seasonal MA/receptionist; Assist Executive Director with managing administrative operations.
- Maintain clinic licensing and enrollment including its business license, System for Award Management, IACS, Medicare, Medicaid, etc.
- Complete special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results.
- Assist Executive Director with short- and long-range planning for clinical operations and improvements to processes. Help develop and implement strategies to achieve clinic planning goals and federal requirements. Help manage systems and procedures to maximize clinic efficiency.
- Responsible for research, compliance and preparation of other reports and summaries, as directed, ensuring accurate and timely reporting, including completion of Medicare and Medicaid credit reports, and facilitating completion of Medicare Cost Report.
- Understand the parallels and interconnectedness between grant reports and requirements to maintain consistency and accuracy.

REQUIRED KNOWLEDGE, SKILL AND ABILITIES:
This position is responsible for the administration of clinic grants, including Section 330 related grant reporting, and serves as acting Clinic Executive Director in the absence of same. The requirements listed below are representative of the knowledge, skill, and/or ability required.
- Associate’s Degree in Business or similar degree, or equivalent
- Strong verbal and written communication skills
- Broad administrative experience including knowledge of accounting and grant management, confidential records management and human resources
- Broad computer skills including word processing, spreadsheets, database, publishing presentation, and internet software
- Management and conflict resolution skills

THIS IS NOT A COMPLETE JOB DESCRIPTION
Applicants must submit a completed Municipality of Skagway application form to the Borough Office at the address above or by e-mail to a.lawson@skagway.org. This position is open until filled. For the full job description or to request a municipal employment application, please contact Alanna Lawson at a.lawson@skagway.org. The application can also be downloaded from the website at www.skagway.org.

The Municipality of Skagway is an equal opportunity employer