



Chief Administrative Officer

“World-class medical school seeks passionate business professional with strong Leadership skills for Pediatric Department.”

Position Summary

Responsible for planning and administration of clinical practice, financial operations, academic/research activities, billing compliance and facilities for the Department.

Job Responsibilities

- Develops and implements annual business plans. Work with the Chair to formulate short and long term fiscal, fundraising/development and operational goals. Monitors outcomes, revises plans as necessary.
- Designs and oversees implementation of new business. Recommends expansion/development of business opportunities. Directly negotiate terms, including responsibilities, authorities, financial with involved parties.
- Manages the department's financial affairs: reviews expenditures and income. Develops annual capital and operating budget. Establishes improved financial systems and records. Prepares cost analyses and makes financial recommendations.
- In collaboration with Chair and Chiefs, develops uniform standards of operations, staffing, policies and procedures.
- If applicable, oversees grant administration of funds of existing and new research programs. Ensures appropriate CRC funds allocation and use. Ensures appropriate allocation and use of funds from other federal and private grants, gifts and endowments.
- Coordinates capital projects and renovations.
- Manage all facilities and related issues. Compiles annual space survey. Secures department-wide equipment inventory monitoring/reporting system. Direct purchase, installation and implementation computers and computerized systems.
- Develops department-wide administrative standards and procedures consistent with the administrative procedures and protocols. Represents department on various internal and external committees specified by chair.
- If applicable, oversees PO billing and collection activities. Analyzes and participates in systems planning, design and implementation for centralized billing and collection devices for department.
- Works closely with chair to assist in faculty recruitment activities and planned expansion of various programs.

Education

Master's Degree in related field

Experience

Approximately 8 plus years' experience in administration in an Academic Medical Center/Hospital environment, prior administrative, marketing, and budgeting experience or related field.

Knowledge, Skills and Abilities

- Strong leadership, management, organizational, analytical, negotiation, and conflict management skills.
- Experience with sophisticated technological systems such as SAP or equivalent.

Competencies

- Appreciates and understands the connection between individual goals, departmental goals and the organizational mission.
- Approaches our job knowing that there are internal and external customers whose expectations we strive to exceed.
- Demonstrates integrity and ethics at all times.



- Maintains a flexible and forward thinking approach to the way work is done.
- Maintains a team-oriented approach, and possesses the ability to cultivate positive and collegial workplace relationships.
- Possesses excellent work-related skills and the ability to apply them, while continually seeking ways to improve.
- Possesses the ability to facilitate the flow of information through effective written and oral communication.
- Understands the need to be responsible for our own outcomes, and takes pride in delivering the best possible work product.

To apply, please visit:

<https://career4.successfactors.com/sfcareer/jobreqcareerpvt?jobId=45205&company=C0000274692P&st=1A8786E5161A9B8A9E741A2F3EDF07A8BAACB27D>

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