



MALTON MEDICAL GROUP

JOB POSTING – MANAGER, BUSINESS OFFICE

Organization

Malton Medical Group has been in operation since the 1950s. Malton Medical Group consists of 12 physicians and approximately 20 support staff. We have very low full-time staff turnover. We operate as both a Family Health Group and a Family Health Organization with a combined patient roster of over 15,000 patients. As well, we provide services such as Immigration Medicals, Travel Medicine and Addiction Medicine.

We are looking for an experienced Office Manager with good problem-solving skills who can handle a busy clinic and a variety of different tasks.

Key Objective

Manage the day-to-day running of the clinic and staff in a friendly, calm and professional manner

Responsibilities include

- Process Remittance Advice (RA) from OHIP
- Manage accounts – Including process all receivables to pay doctors and determine expenses
- Accounts Receivable/Accounts Payable
- Download and process Ministry of Health reports (error reports, FHO reports, etc.)
- Place orders for supplies (medical, office, janitorial)
- Staff management – Including hiring, Human Resources, scheduling, payroll

Skills

- Experience with Quickbooks (or similar accounting program), Excel and Word is essential
- Experience with IndiviCare or Oscar EMR is an asset
- Knowledge of phone systems and computer networks is an asset
- Experience in handling payroll, bookkeeping and staff schedules is preferred
- Knowledge of FHG/FHO billings is preferred

This is a full-time position with 40 hours per week.

Salary will be competitive and based on applicants experience and skill level.

Please apply by February 7, 2020 to Jennifer Hollywell, jennifer.maltonmedical@gmail.com or fax 905-677-7385