

Electronic Health Record Contract Administrator

ORGANIZATIONAL APPOINTMENT: Health Commissioner's Office, Philadelphia Department of Public Health.

NUMBER OF POSITIONS: 1

GENERAL POSITION DESCRIPTION:

The primary focus of the Electronic Health Record Contract Administrator is the coordination of budgetary, fiscal, contractual and project operations within the EHR program. This position reports to the Electronic Health Record Program Director.

The Electronic Health Record Contract Administrator is a key participant in the EHR program. The incumbent will work directly with the EHR Program Director and other staff members in order to gather the necessary information for the creation and monitoring of the EHR program budget. The incumbent will be responsible for all operational and capital accounting financials of this high profile program effort. Additionally, this position will also coordinate and participate in the creation, tracking, execution and renewal of all EHR related contracts. This includes preparation of work orders. The Electronic Health Record Contract Administrator will chair the weekly financial/contractual review meetings with key stakeholders.

SPECIFIC ACTIVITIES

The Electronic Health Record Contract Administrator will accomplish the following:

Contractual Analysis:

- Perform contract fiscal analysis.
- Prepare contract summary documents.
- Coordinate contract logistics.
- Under direction of the program director investigate contractual requirements.
- Work directly with key stakeholders, e.g. contract conformance manager regarding contractual requirements and associated terms/conditions.
- Tracking of contract and contract related documents such as Request for Proposals (RFP), RFIA'S, work orders, leading to completion/execution.

Project Administration

- Provide project assistance and administrative support as needed to program director and project management staff.
- Independently lead and/or assist with a variety of project functions that organize and facilitate program efficiency as assigned.
- Work with program director to define project and program key performance indicators and value measures.
- Design methods to capture key performance indicators and value measures.
- Analyze project performance in relation to key performance indicators and value measures.
- Publish reports regarding key performance indicators and value measures.
- Establish and maintain effective working relationships with EHR project team members, departmental representatives, City executives, and representatives from external agencies.

Fiscal Analysis/Accounting

- Management of the multi-year multi-million dollar EHR budget and all associated projections, expenses and revenues.
- Manage and track all EHR financial inputs and outputs including purchase order, requisition, invoice, voucher, preparation and tracking.

- Consolidation of information from various city accounting systems to produce tracking status reports.
- Tracking and completion of grant funds and associated reports.
- Record and summarize fiscal/accounting related information.
- Reconcile projected and actual expenditures across departments.
- Assist in the valuation of project change control documents and the respective impact on the overall project budget.
- Prepare and administer the budget by collecting and compiling preliminary budget data.
- Prepare justifications for modifications in projected expenditures.
- Submit budgetary figures, requisitions and other budgetary documentation for approval.
- Assist with the forecasting of revenue and expenditures.
- Prepare reports, i.e. monthly statements, year end, etc.

REQUIRED QUALIFICATIONS

- Bachelor of Science or Bachelor of Arts Degree in Accounting or related field.
- 3-5 years of accounting experience.
- Knowledge of project management principles.

OR

Any equivalent combination of education and experience determined to be acceptable by the Department of Public Health.

EXPERIENCE

- Demonstrated ability to create, organize and maintain a large program budget.
- Experience with large scale accounting and/or finance software packages.
- Demonstrated experience with Microsoft Excel, Microsoft Project and Microsoft Access.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of and ability to use databases and spreadsheets.
- Knowledge of general accounting principles.
- Ability to perform mathematical functions, perform arithmetic and ROI analysis.
- General knowledge of project management principles.
- Knowledge of FAMIS, ACIS and/or ADPICS preferred.
- Ability to learn.

RESIDENCE REQUIREMENT

- The employee must establish a bona fide residence in Philadelphia within six (6) months of appointment, and must thereafter maintain bona fide residence in Philadelphia.

SALARY

- Salary range is \$ 55,000 – \$85,000 and is commensurate with experience and qualifications.
- This is a temporary position with approved grant funding until December 31, 2013.

QUALIFIED APPLICANTS: If you are interested in applying for this position, please send a cover letter and resume to cityhealthjobs@phila.gov, Attention: Human Resources Administrator.