

Senior Business Administrator, Obstetrics and  
Gynecology  
University at Buffalo, The State University of New York

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Posted Mar. 27, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Senior Business Administrator, Obstetrics and Gynecology
<b>Department</b>	Obstetrics & Gynecology
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Mar. 27, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Fiscal Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/49329">https://www.ubjobs.buffalo.edu/postings/49329</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

The [Jacobs School of Medicine and Biomedical Sciences](#) (JSMBS), University at Buffalo (UB), State University of New York, [Department of Obstetrics and Gynecology](#) is seeking a **Senior Business Administrator**.

The Senior Business Administrator (SBA) reports directly to the President of UBMD University Gynecologists and Obstetricians, Inc (UGO) and provides financial stewardship related to the portfolio of clinical activities of UGO.

Responsibilities include:

- Leads strategic planning efforts and monitors and communicates financial position to ensure operational efficiency and growth and stakeholder engagement.

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- Assumes responsibility for the measurement and effectiveness of all internal and external processes; provides timely, accurate and complete reports on the operating condition of the organization.
- Develops new/maintains current partnerships in order to advance the company's long and short-term goals as they relate to business operations, financial position, and patient satisfaction.
- Provides supervision, oversight and guidance to Directors/Managers in clinic operations, business operations, marketing, human resources, clinical systems/IT, accounting/finance, business operations, hospital medicine and revenue cycle operations.
- Enforcing compliance with company standards and ethics throughout the organization.

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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