

Clinical Finance Coordinator - Administration, School of
Dental Medicine
Tufts University

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Posted Dec. 20, 2019, set to expire May 3, 2020

Job Title Clinical Finance Coordinator - Administration, School of Dental
Medicine

Department School of Dental Medicine

Institution Tufts University

Boston, Massachusetts

Date Posted Dec. 20, 2019

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Fiscal Services

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Apply By Email

Job Description

Clinical Finance Coordinator - Administration, School of Dental Medicine - (19002097)

Description

Tufts University School of Dental Medicine (TUSDM) offers one of the most forward-looking educational environments in dental medicine in the country. Since its founding in 1868, TUSDM has been committed to leadership in education, patient care, research, and community service. Students obtain an interdisciplinary education, integrated with medicine, with access to training in dental specialties. Clinics managed at TUSDM provide quality comprehensive care to more than 20,000 individuals annually. Nationally and internationally, the school promotes health and educational programs and researches new procedures, materials, and technologies to improve oral health.

Clinical Financial Coordinator will provide professional support for the Office of Finance and

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Administration.

This position will be responsible for updating and sending monthly department reports, will be assisting with the month-end and year-end close processes, quarterly forecasts and annual budgets. In addition, this position will be responsible for creating simple system reports and for performing basic financial analysis, account reconciliations and variance analysis. He/she will be working independently as well as closely with the team members on group projects and will also assist departments with financial issues and school policies.

The individual must handle extremely sensitive data with a high degree of professionalism and confidentiality.

Qualifications

Basic Requirements:

BS/BA.

0-2 years relevant experience.

Excellent communication and interpersonal skills.

Excellent Excel, Word and PowerPoint skills.

Strong organizational skills.

Preferred Qualifications:

Higher education experience.

Experience in healthcare management.

Degree in Accounting/Finance.

An employee in this position must complete all appropriate background checks at the time of hire, promotion, or transfer.

Equal Opportunity Employer – minority/females/veterans/disability/sexual orientation/gender identity.

Contact Information

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

Contact



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