



## Senior Clinical Business Administrator

**Job Code:** 3081

**Salary Grade:** C12

**FLSA Status:** Exempt

*The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.*

### Duties and Responsibilities

Serves as the top business administrator for the largest and most complex clinical department(s). Manages the business administration activities and operations.

- Responsible for the general accounting, budgeting, payroll, purchasing, financial planning and reporting, and approval of expenditures.
- Coordinates development of various contracts for receiving and providing services, to include but not limited to assisting the Chairman in the preparation and negotiation of departmental contracts; assisting the faculty in preparing budgets for research grants, contracts, and requests; and alerting the Chairman and faculty to income alternatives and opportunities.
- Supervises the activities and performance of the department's non-faculty staff. Accountable for managing the department's human resources according to University policies and guidelines.
- Oversees the department's IT operations and services. Coordinates IT-related activities with central IT services and other departments and colleges.
- Responsible for centralized operations for billing, collections, and tracking accounts payable/receivable.
- Assists in the development of outcomes based quality assurance Health Insurance Portability and Accountability Act (HIPAA) programs.
- May be involved in development activities of the department and/or college such as marketing and/or fund raising events.
- Performs various duties as needed to successfully fulfill the function of the position.

### Minimum Qualifications

**Education:**

Required: Master's Degree in Business, Healthcare, or Public Administration, Accounting, Finance, or closely related field.

**Experience:**

Required: 8 years of experience in business administration activities such as accounting, budgeting, finance, grants and contracts, billing, IT operations, and human resources. 3 years of the required experience must be in a lead/supervisory/managerial role within a healthcare organization

**Certifications or Licenses:**

None

**Verification of education and licensure (if applicable) will be required if selected for hire.**

### Knowledge, Skills, and Abilities

- Advanced Excel skills, with the ability to build, analyze, and manipulate complex spreadsheets.
- Highly organized, with the ability to manage multiple projects and meet competing deadlines.
- Demonstrates strong initiative and effective problem-solving skills.
- Ability to read, interpret, and apply institutional policies as well as State and Federal regulations.
- Ability to evaluate projects and programs and produce clear, comprehensive reports.
- Ability to supervise staff and effectively communicate expectations, priorities, and direction.
- Advanced written communication skills, with the ability to compose audits, reports, and advisory documents.
- Knowledge of general accounting, budgeting, payroll, purchasing, financial planning, and financial reporting practices.
- Knowledge of healthcare revenue cycle operations, including billing, collections, and accounts payable/receivable.
- Ability to lead and manage multiple operational functions simultaneously in a high-volume, high-complexity environment
- Ability to establish and maintain effective working relationships with faculty, administrators, staff, and external entities.
- Ability to adapt to changing regulatory, financial, and organizational priorities.
- Ability to ensure confidentiality and compliance with healthcare and institutional requirements.

### Working Conditions

**Physical:**

- Sitting for prolonged periods. Manual Dexterity. Use of computer and answer telephone.



**JOB DESCRIPTION**  
*The* UNIVERSITY *of* OKLAHOMA

Environmental:

- Standard Office Environment.

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