



CONTRACTS MANAGER

Status: Full Time

Location: New York, NY

About this job:

Healthix is seeking a candidate who will be responsible for the management and administration of processes involving our customers' contracts, from the point of contract execution through billing. This is a new position at Healthix which has resulted from our growth. The Contracts Manager is a member of our Finance & Administration team and reports directly to our Controller.

The ideal candidate will have a mastery of working with contracts and related legal agreements, processes surrounding the control of such agreements, and the ability to gain information from various departments and individuals in an organization. The candidate should be familiar with contract to billing life cycles, web-based applications such as Salesforce.com, possess good communication skills, and have experience in establishing policies and procedures in fast-paced, growing organizations. In addition, this person may need to reach out to customers to discuss certain aspects of their contracts with them.

Among other items, this position will be responsible for reconciling contracts sold with projects completed. As part of this reconciliation it is important to understand the gaps between what has been sold versus what has been completed and use this reporting as a tool to help create efficiencies with new processes. The position will collaborate with not only the Controller and the CFO to adopt needed policies, procedures and internal controls concerning our contracts process, but also with our business development, account management and project implementation teams. In addition to the above, this person will be responsible for addressing challenges and identifying opportunities in our contract to billing lifecycle to be more efficient and effective.

The ideal candidate will possess excellent organizational skills, good written and verbal communication skills and the ability to develop good working relationships across all departments of our organization. In addition, the individual will need to display a working knowledge of web-based applications and a basic understanding of the billing and revenue cycles related to project implementation contracts.

Responsibilities:

- Develop and maintain a process to more accurately track our contracts, statements of work and related projects;
- Develop a method to track all open projects so that management can forecast future implementation revenues;
- Understand and document what specific services have been contracted for and ensure that such services are billed for timely once they have been delivered;
- Working with our project implementation team, ensure that all documentation regarding project closure is obtained timely and agrees with the contract;
- Develop a mastery of the web-based products, such as Salesforce and Quickbase, which are used by Healthix, so as to make the contracts process as efficient and effective as possible;
- Work with an independent organization, the New York eHealth Collaborative, so as to coordinate benefits to physicians under the New York State Data Exchange Incentive Program;
- Assist the Controller with all billing and collection activities for revenues associated with our contracts;

- Diligently follow-up with members of our business development, account management and project implementation teams to obtain information to ensure that all services which have been contracted for have been delivered and can be invoiced, and that tracking for the Finance Team is developed and maintained.
- As is necessary, hold discussions with customers as to certain aspects of their contracts.

Requirements

- Bachelor's Degree required;
- Healthcare experience is a plus but not required;
- 5 to 7 years of experience in dealing with tracking contracts and related legal agreements, and supporting the Finance team in billing for such agreements;
- Experience with Salesforce.com, Quickbase, or similar web-based applications;
- Proven ability to work across multiple disciplines in an organization with extremely busy individuals;
- Excellent verbal and written communication skills;
- Working knowledge of how the contract process ties into the billing, revenue and collection goals of an organization

About Healthix

Healthix is the largest public Health Information Exchange in the country, bringing together hundreds of healthcare organizations at over 1,500 locations across New York City and Long Island. We provide secure access to clinical data of more than 16 million patients to improve quality of care, efficiency and effectiveness. Data available through Healthix includes a broad range of clinical information electronically delivered 24/7, in real-time.