



**Position Title:** Network Business Manager  
**Status:** Full-Time, Grant-Funded  
**Start Date:** July 11, 2022  
**Location:** Saranac Lake, NY with 1-2 Days/Month Minimum in Office

The North Country Healthy Heart Network, Inc., (The Heart Network) is leading the development of a community integrated health network (the Coalition) that aims to secure contracts that will support sustained, ongoing delivery of chronic disease prevention and self-management education and support services across Clinton, Essex, Franklin, Hamilton, St. Lawrence, Warren, and Washington counties in northern New York. To that end, The Heart Network is recruiting for a Network Business Manager to support business planning, policy, and operational development needs. We are seeking an energetic, creative, and thoughtful project leader who will work collaboratively with other staff and community partners to advance the Coalition's objectives.

**Responsibilities:**

- Leads development of a network business plan
- Coordinates network policy development activities
- Supports development of funding/contract proposals with payers
- Manages network revenue cycle
- Oversees patient billing and collection efforts
- Manages third-party payer and vendor relations
- Ensures that activities comply with network standards and government regulations
- Generates budgets, financial statements, and other reports
- Participates in other Coalition activities, as requested

**Minimum Qualifications:**

- Bachelor's degree in finance, business, or health administration
- Solid understanding of government-sponsored and commercial health insurance industries
- Knowledge of value-based contracting
- Strong leadership skills, computer literacy, ability to work on a deadline, excellent problem-solving and interpersonal skills, and strong organizational skills a must
- Proficiency using various Microsoft Office applications such as Word, Excel, Access, Power Point, and Outlook
- Familiarity with QuickBooks Online, a cloud-based accounting solution
- Effective oral, written, communication, and interpersonal skills
- Ability to interface effectively with all levels of management

- Ability to multi-task and manage multiple projects
- Ability to work independently and collaboratively as a member of an energetic and motivated team
- Willing to travel regionally (travel expenses reimbursed)

**Preferred Qualifications:**

- Master's degree or 1-3 years healthcare administration/business office experience preferred

The Heart Network offers competitive salary and benefits. It also provides staff with far more than just a paycheck: It offers the opportunity for the right person to be part of a passionate, fun, and energetic team of professionals committed to making North Country communities healthier places for ALL residents to live. We look forward to meeting you!

**To Apply:**

Please email a resume and cover letter describing your related experience and explaining why you should be selected for the position to [jobs@heartnetwork.org](mailto:jobs@heartnetwork.org). Deadline for application is Friday, June 24<sup>th</sup> at 5:00 p.m.