

Business Operations Associate – Dermatology & Mohs Surgery

Colorado Center for Dermatology & Skin Surgery – Centennial, Greenwood Village & Longmont, CO

Career opportunity to join a growth-oriented dermatology and Mohs surgery practice. Colorado Center for Dermatology & Skin Surgery is a leading-edge practice that strives to serve patients and the community through personalized and exceptional care. Our team is committed to continually getting better at what we do and fostering a dynamic and upbeat culture.

We are seeking a Business Operations Associate with the following attributes:

- Proactive and driven to be accurate. Enjoys becoming a subject-matter expert in a variety of areas.
- Excels with systems, processes, and details.
- Clear and effective in written communications and amiable in verbal communications.
- Friendly, empathetic, intuitive, and able to “read” people and situations effectively.
- Quick learner who can efficiently process and digest information to problem-solve.
- Natural sense of urgency and ability to follow-through with a variety of tasks.

Responsibilities of this full-time position would include:

- Assist the COO in varied aspects of medical practice administration and operations.
- Support team members and manage complex projects through to completion and diligently follow-up to ensure action items are completed by self and others.
- Effectively utilize a variety of technology tools and applications to enhance practice operations.
- Prepare and manage various internal communications (emails, memos, policies, procedures, training materials) and external correspondence (job descriptions, vendors, community partners, etc.).
- Coordinate human resources, benefits, and payroll administration.
- Handle accounts payable, inventory/supply reconciliations, vendor relationships, budgeting, internal accounting responsibilities, and monthly financial reporting; track analytics and prepare all reports to review with the executive team.
- Cross-train on front office responsibilities to ensure cross-coverage with other team members.

Job Locations:

- We currently have offices in Centennial, Greenwood Village, Littleton, & Longmont, CO. This position is based in Centennial, CO but may require visits to all of our locations.

Required Education and Experience:

- Four-year college degree required.
- Demonstrated interest/experience in project management, administration, operations, accounting, finance, or comparable field.
- Strong in math and enjoys working with numbers.
- Excellent verbal and written communication skills. Consistently responsive using multiple forms of communication (email, phone, text).
- Advanced at learning and utilizing technology, including EHR, practice management software, G-Suite, Mac computers, spreadsheets, and other computer-based and online tools.
- Resonates with the Practice’s vision, mission, and values. Our core values are help first, personal excellence, expert-mindedness, genuine enthusiasm, and creative cooperation.

Application Instructions:

- To be considered for this position, please complete all of the following REQUIRED steps:
 - Click on this link (<https://www.cultureindex.com/c/7AhC0o36d0>) and complete a brief, 10-minute survey.
 - Send a (i) cover letter introducing yourself and your qualifications, (ii) resume, and (iii) compensation requirements to: coderm@coloradodermatology.com
- Please submit application as soon as possible. Position open until filled. Thank you.