

Director of Administration

Salary range \$135,000.00 to 150,000.00

The Director of Administration is responsible for management oversight and the strategic direction of the financial operation of the Exchange, including negotiating financial contracts. The Director of Administration works directly with the AHIM Executive Director on key strategic initiatives. The Director of Administration also works closely with the other members of the senior management team, and the Exchange Board, to develop and implement financial strategy for Exchange programs. The Director of Administration will report to the AHIM Executive Director.

1. Develop financial modeling for short and long-term strategic initiatives of the ARHIM.
2. Develop annual programmatic budgets.
3. Collaborates with key personnel from other state agencies in policy and program development.
4. Oversees day to day processes of the accounting department, which includes financial statement process, accounts payable, payroll, and annual audit.
5. Provides financial oversight to the procurement of outside vendors for the ARHIM.
6. Plays a key role on the Senior Team, ensuring that information is consistently shared with team members.
7. Oversee the development of the ARHIM's policies and procedures as they relate to financial operations.
8. Supports ARHIM-wide strategic initiatives as needed.