



Professional Employment

To apply, please email your résumé as an attached PDF* file to jobs@amcwyoming.com. You are not required nor expected to complete our regular application for employment.

■ **Hospital Administrator** ● current openings ■ no current openings

Responsible for strategic directions, business practices and policies, client/customer service quality, human resources and benefits administration. Also accountable for employee hiring and retention, overall training programs & direction, performance reviews, business and community relationships and marketing strategy, electronic marketing, client satisfaction, website and events. Shares responsibilities for facilities, operational practices, accreditation, continuing education, employee relations and customer services.

Required Skills/Experience:

- *Bachelors Degree in Business Administration, Human Resources, Public Relations*
- *Five years' experience in line management*
- *Five years experience in a medical environment, preferably veterinary hospitals*

■ **Administrative Manager**

Primary responsibilities include: day-to-day operations, maintaining practice management software and phone systems, scheduling, vendor relations, inventory, office equipment & supplies, employee time-off, seasonal promotions, client feedback, leading staff meetings and practice financial policies. Shares responsibility for hiring, staff training, work team leader liaison and central resource for all staff members.

Required Skills/Experience:

- *Bachelors Degree or equivalent in Business or Office Administration, Human Resources, the sciences or Operations*
- *Two years in line management of staff*
- *Two years in the veterinary industry*

● **Financial Manager**

Responsible for all financial management of the practice, including accounts payable and receivables, bank reconciliation, general ledger, payroll, benefits administration, managing employee financial benefits, financial reporting and tracking. Budgeting, end of year-end tax preparation in conjunction with external CPA. Tracking and managing client accounts and collections.

Required Skills/Experience:

- *Associates or bachelors degree in accounting or equivalent experience*
- *Five years' experience office management of a small business*
- *Three years financial management*

*Due to issues of incompatibility, we can only guarantee review of applications sent in a PDF form. Any other received format may be removed from the application pool without notice. If you require assistance converting your file, please email Jleven@amcwyoming.com for troubleshooting.