

POSITION OVERVIEW

Job Title: Senior Manager of Contract Administration
Business Title: Senior Manager of Contract Administration
Job Code: SRMGRPAYSTCONT
FLSA Status: EXEMPT
Department: RCM Payor Strategy
Reports to: Michael Cardinal
Location: Remote
Draft Date: 3/17/2026
Revision Date: 3/18/2026
Approved By: Mike Cardinal
Role: People Leader

POSITION SUMMARY

The Senior Manager of Contract Administration leads the Payor Contract Administration (PCA) team and drives the transformation and modernization of contract administration processes. This role oversees the design and implementation of technology-enabled workflows, reporting infrastructure, and operational improvements that support Radiology Partners' evolving payor contracting strategies. The Senior Manager manages a team of Contract Administration Specialists and partners closely with Payor Contracting and Legal to ensure efficient, compliant, and accurate contract lifecycle management while supporting the strategic direction of the PCA function and effectively communicating insights to leadership.

POSITION DUTIES AND RESPONSIBILITIES (*HIGHLIGHTED ITEMS SHOULD ONLY BE ADDED TO PEOPLE LEADER JOB DESCRIPTIONS.)

- Provide strategic leadership for the Payor Contract Administration (PCA) team, overseeing contract lifecycle management, documentation standards, compliance activities, and team development.
- Lead process redesign and implement technology solutions to improve operational efficiency, contract tracking, workflow automation, reporting, and scalability.
- Develop KPIs, dashboards, and analytics to monitor productivity, turnaround times, and data accuracy, and synthesize and present clear, actionable insights and recommendations to executive leadership.
- Partner with Payor Contracting and Legal teams to ensure consistent, compliant, and timely execution of payor agreements.
- Oversee the structure and management of the department's SharePoint site and collaboration tools to support documentation and workflow management.
- Ensure adherence to corporate policies, regulatory requirements, and contract governance best practices.
- Promotes communication and cooperation among teammates to create a spirit of unity in the department.
- Works closely with leadership and teammates to improve work relationships, build morale, and increase productivity and retention.
- Provides day-to-day performance management guidance to direct reports (e.g., coaching, counseling, career development, disciplinary actions).
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- **Knowledge:** Knowledge of healthcare payor contracting, contract lifecycle management, documentation standards, and regulatory compliance within a managed care environment.



- **Skills:** Strong leadership, project management, process improvement, analytical, and communication skills; proficiency with Microsoft Office applications and collaboration platforms such as SharePoint and Teams; ability to influence cross-functional stakeholders.
- **Abilities:** Ability to lead cross-functional initiatives, implement operational and technology-driven improvements, analyze performance data to support decision-making, manage competing priorities in a fast-paced environment, and maintain strict confidentiality.

REQUIRED QUALIFICATIONS

- **Education:** Bachelor’s degree in healthcare administration, business, or a related field
- **Experience:** Relevant experience in healthcare operations, contract administration, project management, or process improvement, with 8+ years preferred and demonstrated leadership experience.
- **Equivalent Experience:** An equivalent combination of education and relevant experience may be considered.

PREFERRED PROFESSIONAL SKILLS AND EXPERIENCE

- **Education:** Advanced degree in healthcare administration, business administration, or a related field.
- **Experience:** Experience in healthcare operations, managed care, payor contracting, contract administration, project management, or process improvement initiatives.
- **Certifications:** PMP or other project management or process improvement certification preferred.
- **Technical:** Experience with contract management systems, workflow automation tools, reporting platforms, and collaboration tools such as SharePoint.

Physical Activities

Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.

Never Occasionally Constantly

Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.

Never Occasionally Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

Never Occasionally Constantly

Moving about to accomplish tasks or moving from one worksite to another.

Never Occasionally Constantly

Adjusting or moving objects up to 15 pounds in all directions.

Never Occasionally Constantly

Communicating with others to exchange information.

Never Occasionally Constantly

Repeating motions that may include the wrists, hands and/or fingers.

Never Occasionally Constantly

Operating machinery and/or power tools.

Never Occasionally Constantly

Operating motor vehicles or heavy equipment.

Never Occasionally Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

Never Occasionally Constantly

Environmental Conditions

Low temperatures.

Never Occasionally Constantly



High temperatures.

- Never Occasionally Constantly

Outdoor elements such as precipitation and wind.

- Never Occasionally Constantly

Noisy environments.

- Never Occasionally Constantly

Hazardous conditions.

- Never Occasionally Constantly

Poor ventilation.

- Never Occasionally Constantly

Small and/or enclosed spaces.

- Never Occasionally Constantly

No adverse environmental conditions expected.

- Never Occasionally Constantly

Physical Demands

Sedentary work that primarily involves sitting/standing.

- Never Occasionally Constantly

Light work that includes moving objects up to 20 pounds.

- Never Occasionally Constantly

Medium work that includes moving objects up to 50 pounds.

- Never Occasionally Constantly

Heavy work that includes moving objects up to 100 pounds or more.

- Never Occasionally Constantly

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my manager or a member of the Human Resources team.

I acknowledge that the job has been explained to me both verbally and in written format.

Support Teammate’s Signature

Date