

PYRAMID LAKE PAIUTE TRIBE

www.plpthumanresources.org

JOB ANNOUNCEMENT

FINANCIAL MANAGER

Pyramid Lake Health Clinic, Nixon, NV
\$44,096.00 – \$46,321.60 per annum, Full Time
Exempt, Class Code 539, Grade 23, Step 1- 3 DOE

Date Posted: 12/09/2019

Date Closes: 01/21/2020

DEFINITION: Under the supervision of the Tribal Health Director provides daily management of the Tribal Health Clinic's Finance Department and is responsible for proper accountability of all grants, contracts and third-party funds. In charge of budget management, cost benefit analysis, forecasting needs and revenue management; oversight of assigned programmatic staff that may include the billing and Purchase and Referred Care (PRC) departments.

DUTIES & RESPONSIBILITIES:

Development and administration of accounting systems, which address cash flow and financial reporting requirements.

Provides input on all financial expenses, evaluations and financial planning.

Coordinates with department heads/managers on budgeting expenditures and leads the budget planning and management process including budget reporting.

Prepares financial, statistical reports and statements for Health Director and departments.

Approves expenditures within budget line items for departments.

Oversees all accounts, purchase orders, receivables, charges, collections, write-offs, posting, payables, balancing and monthly close and account reconciliation.

Coordinate with external auditors and others as directed.

Responsible for providing direction, guidance and training of Finance Department staff.

Performs special administrative projects as requested by the Health Director.

Meets with Health Board and other committees as required by the Health Director.

Implement a contracts management and financial management/reporting system; ensure that the contract billing and collection schedule are adhered to and the financial data and cash flow are steady and support operational requirements.

DUTIES & RESPONSIBILITIES cont'd.:

Maintains and disposes of records and files according to Health Center and regulatory policies and requirements.

Ensures compliance with Tribal, Federal, State and other regulatory laws, which include provider contracts, PRC and support agreements.

Assure adherence to the Federal Privacy Act, HIPAA and Freedom of Information Act.

Develops updates and implements all necessary accounting policies and practices; develops, maintains and improves the finance department's policy and procedure manual to meet accreditation requirements.

Develops reliable cash flow forecasting, reporting and policies to ensure that adequate cash is available for operational needs.

Coordinates with grant compliance and staff to complete all financial reports in a timely manner and reviews recorded activity to ensure it is permitted under contract/grant regulations and complies with applicable regulations or practices.

Oversees risk management, including annual renewal of insurance policies.

May prepare the Health Clinic's Indirect Cost Rate (IDC) proposal for submittal to federal agencies for their review and approval in conjunction with the Health Director and other staff.

Supervises the following departments: Finance, Patient Resource Center and Billing/Business Office.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of and skill in developing accounting systems; familiar with Accounting Standards and federal audit programs; HIPAA Law and the Privacy Act

Skill in preparing financial statements, evaluating incoming expenditures and preparing cost analysis and monthly reconciliations.

Ability to communicate and interact with other department managers and staff in a professional and respectful manner in a team oriented environment.

Ability to develop Request for Proposals for the implementation of the Finance Department and to meet required financial responsibilities, i.e. audits, banking, insurance.

Ideal candidate will be self-motivated, with a positive attitude; have excellent teamwork and interpersonal skills, be prompt and reliable, and must be bondable.

Must possess a valid Nevada driver's license and must be insurable under the Tribe's vehicle insurance policy.

Must favorably pass a background investigation, including fingerprint clearance.

REQUIRED EDUCATION AND EXPERIENCE:

Bachelor's degree in accounting or business administration with three (3) years' experience performing the below areas OR an Associate's degree in Business Management or Accounting with a minimum of three (3) years' experience in a supervisory role in the following areas: fiscal management, budgeting techniques, grant management and other related systems.

Experience working in a non-profit health facility receiving federal, state and private funds.

CPA is desirable, but not required.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000/1001, Extension 1119/1120. www.plpthumanresources.org

The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.