



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CALIFORNIA 93258

PHONE: (559) 791-2579 • FAX: (559) 791-2585

POSITION DESCRIPTION CHIEF FINANCIAL OFFICER

Reports To: Chief Executive Officer
FLSA Status: Full-Time, Exempt
Hours: Monday-Friday/8:00am-5:00pm

Prepared By: Human Resources
Salary Grade: \$61,802.00 DOE Annual
Revised Date: 09/5/2011

POSITION SUMMARY:

Chief Financial Officer (CFO) is under the supervision of the Chief Executive Officer (CEO) and in coordination with the Health Board Finance Committee. This position will be responsible for the financial management and overall fiscal administration of the Tule River Indian Health Center, Inc. (TRIHCI). Primary responsibility is the overall management of all federal, state and county contracts including completion of all cost reporting requirements in accordance within each funding agency's policy. Responsible for the internal budget formulation and monitoring of the Tule River Indian Health Center, Inc. (TRIHCI) operations, payroll, budget endorsements and fiscal control by performing the following duties personally or through subordinates.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assures that management of all the financial affairs of Tule River Indian Health Center, Inc. (TRIHCI) is effective and efficient and in accordance with accounting and governmental standards.
2. Assures proper internal accounting controls at all times.
3. Supervises all payroll and property functions.
4. Coordinates and provides financial technical assistance to all departments.
5. On-going monitoring of the financial components of all contracts/grants and prime liaison on financial affairs with funding sources.
6. Development and monitoring of all budgets (State, federal and private funding sources) including development of timely reports for submission to all funding agencies.
7. Direct supervision of fiscal department staff.
8. Prepares regular financial reports to the Executive Director, Finance Committee and TRIHCI Health Advisory Board.
9. Supervises budgets and prepares all proposals for the development of TRIHCI and the coordination, compilation and development of budgets for subcontractors.
10. Directs fiscal staff in the preparation and submission of cost reports and the maintenance of policies and procedures for effective financial management.
11. Coordinates and solicits annual audits of TRIHCI.
12. Develop and maintains the Fiscal Policy and Procedure Manual in a timely manner.
13. Assures sufficient insurance coverage for TRIHCI and conducting periodic reviews.

14. Performs other job-related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge to develop, review, and administer fiscal, billing, and accounting policies and programs for TRIHCI on a day-to-day basis.
2. Knowledge to develop, review, and maintain systems for the tracking and integrity of all fiscal and payroll processes and records for the organization, in accordance with applicable laws and regulations.
3. Knowledge to perform general office duties or other fiscal-related responsibilities as needed and assigned.
4. The skill to serves as the primary point-of-contact for all fiscal, accounting, auditing, and billing questions and concerns.
5. Skill to serve as an active member of TRIHCI's Leadership Team, including attendance and contribution to Leadership Team meetings, reports, and initiatives.
6. Skill in applying complex fact-finding, analytical and problem solving methods and techniques.
7. Ability to convene TRIHCI's Finance Committee as directed and provides relevant and useful information to department heads and the Health Advisory Board on a monthly basis.
8. Ability to coordinate the delivery of annual and quarterly fiscal, budgetary, and grant management information to auditors, IHS, CRIHB, the State of California, and other entities as required.
9. Ability to provides related support, education, and training to department heads and the Health Advisory Board regarding TRIHCI's budgeting, accounts payables/receivables, and payroll processes.
10. Ability to keep informed of state and federal budget developments and implications, including legal and compliance updates, and appropriately informs staff of critical changes accordingly.
11. Ability to directly supervise all fiscal and accounting staff, including elements of orientation and training, employee relations, program development, holding staff meetings, monitoring staff attendance, delivering performance evaluations, and any other activities relating to the supervision of employees.
12. Ability to represents TRIHCI to local, state, and federal entities and communities as required.
13. Ability to schedule, monitor, and oversee the utilization of budgetary funds allotted to the Fiscal department, ensuring expenditure compliance with all regulations and requirements.
14. Ability to seek and participate in continuing education opportunities, forums, and trainings as will be necessary to promote effective fiscal, accounting, and billing services at TRIHCI.
15. Ability to participate in all required staff meetings.

QUALIFICATIONS:

1. Possess a Valid California Drivers License and be insurable with the Tule River Indian Health Center Inc. insurance agency.

2. Must pass pre-employment drug & alcohol test.
3. Must pass pre-employment physical.
4. Must pass background check.
5. Must possess strong computer operation knowledge, and demonstrate a working knowledge of routine office hardware and equipment (e.g. printers, copiers, fax machines, etc.).
6. Must possess advanced knowledge of strategic budget formulation, healthcare finance, fund accounting, accounts payable/receivable, payroll, cash management and “checks and balances” structures, auditing procedures, grant writing, and 3rd party billing and collections.
7. Must have knowledge of 638 Contracting Programs, OMB Circular A-133, GAAP, and governing tax laws to ensure effective budget administration, program analysis and support services.
8. Must have good written and oral communication skills,
9. Must be able to effectively communicate with diverse populations and willing to convey financial responsibilities to patients.
10. Must have the ability to work independently in carrying out assignments while remaining reliable and dependable.
11. Must demonstrate professional competency in office and healthcare abilities, including the maintenance of client confidentiality.
12. Must demonstrate the ability to maintain accurate records and preparing clear and accurate reports for informational, auditing, and operational use, including capacities for attention to detail and for reviewing and verifying accuracy of data.
13. Must possess the ability to organize, setting priorities, be available during work hours, and meet critical deadlines.
14. Must possess the ability to perform well in group problem-solving situations and use reason even when dealing with highly emotional topics.
15. Must demonstrate the competency and integrity to maintain the confidentiality of organizational, employee, and client records.
16. Must possess the ability to deliver effective training and presentations on technical subjects to large and/or small groups of various educational and cultural backgrounds.
17. Must have the ability to establish and maintain effective relationships with and gain confidence and cooperation of supervisors and managers on difficult issues.

MINIMUM QUALIFICATIONS:

1. Four-year degree from an accredited college or institution in accounting, financial management, business administration with a concentration in accounting or financial management.
2. Completion of an MPA, MBA, or CPA certification (or in the process of obtaining), equivalent experience may be considered.

3. Minimum four years of supervisory experience in financial management, budget formulation and monitoring, and fund-accounting.
4. Experience in Tribal or non-profit fiscal management, i.e., governmental accounting.
5. Proficient in computerized accounting and spreadsheets, cost accounting and analytical methods.
6. Valid CA drivers license and insurable with company insurance.
7. C.P.R. certified or certified within three months of hire.
8. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.

EDUCATION AND/OR EXPERIENCE

1. Four-year degree from an accredited college or institution in accounting, financial management, business administration with a concentration in accounting or financial management.
2. Completion of an MPA, MBA, or CPA certification or in the process of obtaining,
3. Equivalent experience may be considered.
4. Minimum of 4 years experience in Indian health programs is also preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid CA drivers license and insurable through company insurance.
2. Possess valid First Aid/CPR certification at the BCLS level or obtain within 3 months of hire.

PREFERRED QUALIFICATIONS AND CONTINGENCIES

1. An advanced degree in finance, accounting, business administration, or a related area, or advanced certification (e.g. MPA, CPA, etc.), is preferred.
2. Four (4) to six (6) years experience as a supervisor in a fiscal capacity, with specific experience in Indian health programs, is also preferred.

Verification of each candidate's right to work in the United States. TRIHCI maintains a drug- and alcohol-free workplace, and all offers of employment are contingent on the successful completion of a criminal background check, a post-offer drug test and physical, and verification of each candidate's right to work in the United States.

PHYSICAL WORK ENVIRONMENT: *The description provided here is representative of those conditions in which the Chief Financial Officer will be required to perform the essential functions of this position. As stated earlier, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

While performing the duties of this position, the CFO is situated in a standard office environment within the health center, where there is little or no exposure to variations in the weather or other similar elements. The CFO will move throughout the health center to meet with supervisors and co-workers, but maintains limited direct patient/client contact. Consequently, the CFO must:

1. Possess the mobility to work in a standard office setting (i.e. walk, stand, or sit for extended periods of time);
2. Posses the ability to use standard office equipment to write, type, copy, fax, or perform other duties;
3. Possess the strength to lift and carry supplies weighing up to 10 lbs repeatedly and up to 40 lbs intermittently;
4. Possess the visual acuity to read printed materials and a computer screen; and
5. Demonstrate hearing and speech capabilities that allow him/her to communicate in person and over the telephone as required.

The clinical setting at TRIHCI is categorized by OSHA as a Blood-borne Pathogen Category I facility. Consequently, there exists the potential for exposure to blood, body fluid/tissue, and infectious wastes. There also exists the potential for exposure to chemicals, biologicals, toxicants, and irradiants found on-site.

DISCLAIMER:

This position description lists the major duties and requirements for the Chief Financial Officer position as established by subject-matter experts at the time of this document's creation. This position may require additional performance of duties and responsibilities beyond those outlined in this document, and thus may require additional sets of knowledge, skills, and abilities not fully articulated herein.