



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Financial Manager
SUPERVISOR: Health Director
LOCATION: Peter Christensen Health Center
POST DATE: August 30, 2017
CLOSING DATE: September 13, 2017

General Description: The financial Manager, as part of the Administrative Team, is responsible for supervising and coordinating the overall functions of the clinic's budget, billing and accounts payable to ensure maximization of cash flow while meeting and exceeding patient, provider and other customer expectations.

Qualifications: Associate's Degree in Accounting, Finance, or Business Administration required. Bachelor's Degree preferred. Three to five years of financial management experience required. Supervisory experience is required.

Salary: Negotiable dependent upon qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located via website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Financial Manager

B. DEPARTMENT: Peter Christensen Health Center (PCHC) Administration

C. SUPERVISOR'S TITLE: Health Director

D. DESCRIPTION OF DUTIES: The Financial Manager, as part of the Administrative team, is responsible for supervising and coordinating the overall functions of the clinic's budget, billing and accounts payable to ensure maximization of cash flow while meeting and exceeding, patient, provider and customer expectations. The following responsibilities are included:

1. Plans and manages the daily operations of financial support operations including the medical benefits, business office, business service, purchased/referred care (PRC).
2. Validates the Federally Qualified Health Center (FQHC) reports for PCHC to the State of Wisconsin.
3. Tracks current budget expenditures for the clinic.
4. Prepares financial reports for Tribal Administrator, PCHC Administration and clinical departments as requested.
5. Develop, implement and revise departmental policies and procedures.
6. Assists the Health Director to develop and monitor capital and operational budgets.
7. Responsible for the oversight of payroll issues within the clinic utilizing the Kronos system.
8. Responsible for attending weekly administrative, managed care and all other meeting as requested to present budget status and participate in the planning and facilitation of annual planning.
9. Oversees the status of patient accounts to identify and resolve billing issues and processing problems in a timely manner.
10. Recommends solutions to difficult payment and associated business and patient issues through an account audit.
11. Collaborates with other health care facilities to coordinate billing process to capture revenue and control expenditures for clinical services rendered.
12. Ensures policies are communicated and administered consistently within departments under direct supervision, and other departments.
13. Works on projects, compiles data and prepares reports as assigned by the Health Director.
14. Supervises assigned personnel, assists in recruiting, retention, training, orientation and annual performance evaluations, recommending merit increases, promotions and disciplinary action.
15. Coordinates staff meetings and participates in committees as requested.
16. Participates in professional development activities and maintains professional affiliations.

17. Participates in training to maintain competency and efficiency in the Intergy patient billing system.
18. Works as an integral part of the administration team.
19. Responsible for the outcome of daily operations by delegating to direct reports that assure an efficient and optimal workflow throughout the clinic.
20. Enforces staff compliance to HIPAA standards through training, monitoring and implementation of policies and procedures.
21. Demonstrates leadership behaviors and promotes an environment that supports a positive attitude towards work and the workplace.
22. Identifies appropriate quality controls for assigned areas of responsibility and ensures that monitoring, as well as, process improvement is occurring.
23. Works towards achieving implementation and maintaining the standards of AAAHC certifications and conducts appropriate follow up.
24. Performs related and additional duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Must be able to work in a team atmosphere which allows a high level of patient care to be delivered and represent the organization to other facilities and the community in a positive manner. Daily contact with PCHC staff including administrators, providers, tribal departments and patients.
2. **External:** Other healthcare facilities, providers, insurance carriers, Indian Health Services, state and federal personnel and other tribal staff/departments.

F. SUPERVISORY RESPONSIBILITIES: Directly responsible for the medical benefits, business office, Purchase/Referred Care, medical records, contract health and business services department staff, CBRF, ICD-10, Aging & Long Term Care.

G. SUPERVISION RECEIVED: Collaborates with all Administrative staff; directly reporting to the Health Director.

H. EDUCATION: Associates' Degree in Accounting, Finance, or Business Administration required. Bachelor's Degree preferred.

I. EXPERIENCE: Minimum of 5 years of financial operations management or medical office experience in billing, accounting and information systems required. Five years of supervisory experience required.

J. SKILLS:

1. Extensive knowledge in financial management, budgeting and controls.
2. Knowledge of accounting practices, methods and techniques.
3. Knowledge of clinic practices, policies, functions and programs to accomplish a variety of assignments independently.
4. Ability to analyze data, finance and accounting systems to modify or adapt to solve a variety of finance or accounting problems.

5. Knowledge of computer systems practices and system requirements to effectively utilize automated data entry and accurate reporting.
6. Develop and institute finance, accounting and departmental policies and standards in the operations of area responsibility.
7. Excellent financial management capabilities and attention to detail.
8. Effective decision making to work independently.
9. Effective leadership skills to assure the maximization of direct reports and workflow throughout the operations of area responsibility.
10. Knowledge of human resources and payroll policies and processes.
11. Understanding of Federal health, insurance carriers and Indian Health policies and procedures.
12. Ability to maintain confidentiality regarding all matters relating to patients and strict practice of HIPAA compliance.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Office setting where the pace of work can be stressful and busy at times.
2. **Exposure to Hazards:** May potentially be exposed to patients with communicable diseases.
3. **Physical Requirements:** Prolonged sitting, standing and walking with frequent lifting of negligible weight and up to 20 lbs., occasionally.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Financial Manager to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each client, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and subject to disciplinary action.

M. OTHER: Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURE:

Tribal Administrator **Date**

Health Director **Date**

Human Resource Director **Date**