



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Ilnaka Community Health Center Finance Administration Manager

Team: ICHC & Tribal Family Services
Reports to: ICHC Operations Manager
FLSA Status: Non-Exempt from Overtime
Direct Reports: Office Systems Coordinator

Salary Range: DOE
Schedule: Full Time, Regular
Last Revised: June 2020

The Finance Administration Manager oversees all aspects of clinic revenue cycle, including financial reporting, budget and forecast preparation. This position also oversees clinic and family tribal services grant reporting preparation as well as development and implementation of internal control policies and procedures.

This position exercises wide latitude in determining objectives and approaches to critical assignments.

Responsibilities/Duties

- Manages all aspects of revenue cycle and accounting operations including billing, A/R and chargemaster maintenance.
- Coordinate and direct the preparation of the budget and financial forecasts and monitor and report variances.
- Supervise Office Systems Coordinator position.
- Prepare and publish timely monthly financial reports.
- Prepare financial portions of grant applications and reporting.
- Support the month-end and year-end close out process.
- Review monthly general ledger activity to ensure quality control over financial transactions and financial reporting.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Maintain a high level of confidentiality in accordance with HIPAA and HITECH regulations, which includes only accessing appropriate information needed to perform job duties.
- Participates in community-wide health care activities such as health fairs as well as NVE hosted events.
- Supports the mission, vision and philosophy of ICHC as evidenced by compliance with all organizational policies and procedures.
- Other duties as assigned, which may involve different areas of clinic administration, such as emergency preparedness and compliance.

Experience Requirement

- Five plus years of overall combined accounting and finance experience preferred.



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- Experience with medical clinics preferred.
- Experience in fund accounting for multiple grants preferred.

Education Requirements

- Preferred: Advanced degree in Accounting. Experience can substitute for degree.

Certifications Required

- BLS or CPR Pro – required within 6 months of hire if not already certified.

Competencies (Knowledge, Skills and Abilities)

- Thorough knowledge of accounting principles and procedures.
- Excellent accounting software user and administration skills.
- Ability to set reporting and work schedule and work to meet external and internal deadlines. Proficient in accounting and applied math skills.
- Attention to detail and ability to be accurate is necessary.
- Must be honest and have professional integrity.
- Must be able to communicate difficult information comfortably and accurately to coworkers, supervisor and Finance Director.
- Excellent computer and technical skills.
- Excellent interpersonal communication skills, both oral and in writing.
- Supports and facilitates positive interaction with others as evidenced by professional maturity, respect for others, a team-centered approach, maintenance of confidential information and an appreciation of a variety of viewpoints and diversity in the workplace.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions for this job.
- Work is typically done in an office environment.
- Some exposure to infectious pathogens may occur.

Performance Standard (*This position requires the incumbent to*)

- Regularly manipulate a variety of data via verbal, written and electronic media and related equipment to complete all aspects of the job.
- Regularly use mental, oral and written methods of creating complex material using high level cognitive functions, or otherwise create and communicate NVE policies, procedures, goals and objectives.
- Typically move about and lift up to 25 lbs. to coordinate work.
- Constantly use memory or otherwise access mental information pertinent to work.
- Regularly be able to sit and stand for extended periods of time to complete work and attend meetings.
- Regularly be able to walk, bend, crouch and otherwise twist to supervise work.

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Disclaimer

Nothing in this job description restricts NVE's right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description and that my supervisor has discussed it with me.

Employee Signature Date

Supervisor Signature Date

Team Leader Signature Date