



Consolidated Tribal Health Project, Inc.

Finance Director

Department: Finance	Reports To: Executive Director
FLSA Status: Exempt	Pay Grade: \$ 90,792-\$127,753.60
Classification: RFT	Hours of Work: 40
Covered Position: Yes	Approved: 3/13/19

Job Summary

This position is responsible for proper accountability of all funding resources, ensuring accurate and timely budgetary reporting, including payroll processing, third party billing, and overall fiscal continuity.

Job 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 managers on budgeting expenditures and leads the budget planning and management process, including budget reporting.
- Prepares financial, statistical reports, and statements for Finance Committee Board of Directors, Executive Director, and departments.
- Approves expenditures within budget line items for departments.
- Oversees all accounts, purchase orders, receivables, charges, collections, write offs, posting, payable, balancing and monthly closing and account reconciliation.
- Responsible for 401k compliance and administration.
- Monitors and reviews long-term investments and maintains agency investment policy.
- Oversees payroll administration.
- Coordinates with external auditors and finance committee.
- Provides administrative and supervisory oversight of assigned programs/departments, including: Finance, Patient Resource Center, Billing, and Front Desk staff.
- Provides direction, guidance, and training to Finance Department and staff.
- Provides daily supervision and support to assigned staff, including timely approval of timecards.
- Prepares and presents staff evaluations and works with staff to develop their professional growth and development, and departmental succession planning objectives.
- Performs special administrative projects as requested by the Board of Directors and/or Executive Director.
- Meets with Board of Directors, Finance Committee, and other Board committees as required.
- Implements a robust contracts management and financial management/reporting system; and ensures that the contract billing and collection schedule is adhered to, and the financial data and cash flow are steady and support operational requirements.
- Updates and implements all necessary accounting policies and practices and improves the finance department's policy and procedure manual.
- Develops reliable cash flow forecasting, reporting and policies to ensure that adequate cash is available for operational needs.

- Coordinates with grants compliance and other staff to complete all cost reports in a timely manner and reviews recorded activity to ensure it's permitted under contract/grant regulations.
- Oversees risk management, including annual renewal of insurance policies.
- Responsible for government reporting.
- Prepares the Consolidated Tribal Health Project's Indirect Cost Rate (ICD) proposal for submittal to federal agencies for their review and approval.
- Performs other duties as assigned.

Minimum Qualifications (Education & Experience)

- Bachelor's degree in accounting or business administration, AND
- Six (6) years of experience related to accounting, financial management, and/or budgeting techniques; **OR**
- Ten (10) years of experience related to cost accounting, financial management, and/or budgeting techniques.
- Three (3) years supervisory experience.
- A combination of experience, education, and training may substitute for degree requirements on a year for year basis.

Preferred Qualifications (Education & Experience)

- Bachelor's degree in accounting.
- Ten (10) years of experience related to cost accounting, financial management, and/or budgeting techniques.
- Certified Public Accountant or Master's in Business Administration.
- Healthcare or nonprofit accounting experience.
- Indian Preference applies to all Consolidated Tribal Health Project (CTHP) positions in accordance with CTHP Policy and applicable federal law.

Necessary Knowledge, Skills, and Abilities

- Maintains knowledge of Generally Accepted Accounting Principles (GAAP) and accounting trends, financial planning, budget techniques, and cost accounting standards.
- Strong understanding and sensitivity to American Indian/Tribal culture and lifestyle, working effectively with American Indian/Alaska Native populations.
- Effective oral and written communications skills with sensitivity to lifestyles of targeted participants.
- Skills in operating personal computer using a variety of computer software.
- Ability to establish and maintain cooperative working relationships with management, coworkers, and outside contacts.
- Ability to maintain strict confidentiality and comply with all applicable federal and tribal privacy laws, as well as CTHP policy (HIPAA, HITECH, etc.).
- Ability to learn and apply program/agency operating policies and procedures.
- Ability to manage multiple priorities and tasks concurrently and meet deadlines.
- Ability to work independently as well as with teams.

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and/or sit. The employee is occasionally required to walk; sit and climb or balance. The

employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision and depth perception. The noise level in the work environment is usually average.

Conditions of Hire

- In accordance with CTHP policy, all employment at CTHP is "at will" and based on mutual consent. This means that the employee or CTHP may terminate employment at any time and for any reason with or without notice. No term of employment is expressed or implied for this "at-will" position.
- May be required to possess and maintain a valid driver license or capable of obtaining one; as well as be insurable by CTHP's company insurance.
- CTHP complies with the Drug-Free Workplace Act of 1988, whereby employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of drugs or alcohol, and must pass a pre-employment and subsequent random drug and alcohol screening to be eligible for and maintain employment.
- CTHP has several positions which must comply with the P.L. 101-630 Indian Child Protection and Family Violence Protection Act (ICPA); all employment offers in the "covered" classification are conditional until CTHP has received a Federal criminal background check verifying eligibility to work in these programs.
- Due to providing healthcare services, employees are subject to an annual TB screen and flu shot, should an employee opt to not take the flu shot they will be required to wear a face mask during flu season. COVID-19 Vaccines are Required.

This Job Description describes the essential duties and qualifications. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job; management has the exclusive right to alter or add to this job description at any time without notice. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional duties as assigned.

Employee Printed Name

Employee Signature

Date

Supervisor Printed Name

Supervisor Signature

Date