



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CA 93258

PHONE: (559) 784-2316 • FAX: (559) 791-2585

INTERNAL & EXTERNAL JOB POSTING

POSITION:	CHIEF FINANCIAL OFFICER
POSTING DATE:	JULY 24, 2019
CLOSING DATE:	OPEN UNTIL FILLED
NUMBER OF OPENINGS:	1
RATE:	\$114,000/ YEAR, DOE
STATUS:	FULL-TIME/ EXEMPT/ SALARY

IN ORDER TO BE CONSIDERED FOR THE OPEN POSITION, A COMPLETED APPLICATION MUST BE SUBMITTED BY THE CLOSING DATE AS STATED ABOVE.

TO OBTAIN A COPY OF THE JOB DESCRIPTION AND JOB APPLICATION, PLEASE VISIT WWW.TRIHCI.ORG

PLEASE SEND COMPLETED APPLICATIONS TO HUMAN.RESOURCES@CRIHB.ORG

IN ACCORDANCE WITH INDIAN PREFERENCE STATUTES DEFINED IN USC TITLE 25, SECTION 472, PREFERENCE IN FILLING VACANCIES AT TRIHCI WILL BE GIVEN TO QUALIFIED INDIAN CANDIDATES WHO SUCCESSFULLY VERIFY THEIR ELIGIBILITY (BIA FORM 4432, A CERTIFICATE OF INDIAN BLOOD, OR OTHER DOCUMENTATION MAY BE REQUIRED). WITHIN THE SCOPE OF INDIAN PREFERENCE LAWS, TRIHCI DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER CHARACTERISTIC PROTECTED BY LAW IN MAKING EMPLOYMENT DECISIONS OR PROVIDING SERVICES.



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CALIFORNIA 93258

PHONE: (559) 784-2316 • FAX: (559) 781-6514

POSITION DESCRIPTION
CHIEF FINANCIAL OFFICER

Reports To: Chief Executive Officer
FLSA Status: Full-Time, Exempt
Revised Date: June 5, 2019

Prepared By: Human Resources
Salary Grade: \$114,000/year, DOE
Board Approval: June 5, 2019

Position Summary:

Working closely with the Chief Executive Officer (CEO) and the Chief Operating Officer (COO) and reporting directly to the CEO, the Chief Financial Officer (CFO) is 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. The CFO is also responsible for the internal budget formulation and monitoring of the TRIHCI operations, payroll, budget endorsements and fiscal control by performing the following duties personally or through subordinates.

Essential Duties and Responsibilities:

- a) Responsible for professional conduct while on TRIHCI property and when acting as a representative of the TRIHCI.
 - b) Responsible for providing a high level of sensitivity to the needs of the Native American community, its cultures, traditions, behavior patterns and background.
 - c) Responsible for promoting the goals and objectives of TRIHCI, including the vision, mission and driving values of the organization.
 - d) Responsible for managing the Fiscal Department, including staff and staff development, in accordance with established policy and procedure.
 - e) Manages assigned projects within all designated guidelines.
 - f) Assures that management of all the financial affairs of TRIHCI are effective and efficient, and in accordance with accounting and governmental standards.
 - g) Ensures proper internal accounting controls are in place and being followed.
 - h) Supervises all payroll and property functions.
 - i) Coordinates and provides financial technical assistance to all departments.
 - j) On-going monitoring of the financial components of all contracts/grants and prime liaison on financial affairs with funding sources.
 - k) Development and monitoring of all budgets (State, federal and private funding sources) including development of timely reports for submission to all funding agencies.
 - l) Prepares regular financial reports to the CEO, Finance Committee, Treasurer and TRIHCI Board of Directors.
 - m) Supervises budgets and prepares all proposals for the development of TRIHCI and the coordination, compilation and development of budgets for subcontractors.
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- n) Directs fiscal staff in the preparation and submission of cost reports and the maintenance of policies and procedures for effective financial management.
- o) Coordinates and solicits annual audits of TRIHCI.
- p) Develop and maintains the Fiscal Policy and Procedure Manual in a timely manner.
- q) Assures sufficient insurance coverage for TRIHCI and conducting periodic reviews.
- r) Participation in all required staff meetings.
- s) Performing of general office duties or other related responsibilities as needed and assigned.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skills, and/or abilities required. In accordance with the Americans with Disabilities Act (ADA), reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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 serve 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 provide relevant and useful information to Department Heads as needed and the Board of Directors on a monthly basis.
8. 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.
9. 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.
10. 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.
11. Ability to provides related support, education, and training to department heads and the Board of Directors regarding TRIHCI’s budgeting, accounts payables/receivables, and payroll processes.
12. 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.
13. In the absence of the Financial Controller, the CFO must be able to directly supervise all fiscal and billing 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.
14. Ability to represent TRIHCI to local, state, and federal entities and communities as required.
15. Ability to schedule, monitor, and oversee the utilization of budgetary funds allotted to the Fiscal department, ensuring expenditure compliance with all regulations and requirements.
16. 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.
17. Ability to participate in all required staff meetings.

18. Ability to consistently exercise discretion and independent judgment.
19. Demonstrate excellent interpersonal skills and the ability to interact effectively with a wide variety of individuals.
20. Must have the ability to work under pressure in dealing with multiple tasks and constant deadlines, while maintaining attention to detail and accuracy.
21. Must have good communication skills and be able to effectively communicate with diverse populations.
22. Demonstrated ability to work independently in carrying out assignments while remaining reliable and dependable.
23. Possess strong computer operation knowledge including Windows and software programs (i.e., MS Word, MS Excel, accounting software – preferably Sage MIP, etc.), and demonstrate a working knowledge of routine office hardware and equipment (e.g. printers, copiers, fax machines, etc.).
24. Possess the ability to organize and follow one’s own work schedule (i.e. setting priorities, being available during work hours, and meeting critical deadlines), and provide a schedule for others within the department.
25. Possess the ability to perform well in group problem-solving situations and use reason even when dealing with highly emotional topics.
26. Possess the ability to become knowledgeable of health needs and services provided to the Indian community both on and near the reservation.
27. Demonstrated competency and integrity to maintain the confidentiality of organizational, financial, employee, and client records.

Hiring preference is given to qualified American Indians in accordance with the Indian Preference Act (title 25, U.S. code § 472 & 473). Applicants claiming Native American/ Indian Preference must submit Indian verification, certified by Tribe of affiliation or other acceptable documentation of Native American/ Indian heritage.

Supervisory duties:

The Chief Financial Officer oversees the following positions (this list is not all inclusive and may change upon organizational needs):

- Financial Controller

Education, Certificates, Licenses, Registrations and Experience

An Bachelors’ Degree from an accredited college in Accounting, Finance, Business or Management with an emphasis in Accounting or Finance, or other related field, AND at least 4 years Supervisory experience in Financial Management, Budget Formulation and Budget Monitoring, and Fund-Accounting, AND at least 2 years’ experience in Tribal or Non-Profit Fiscal Management, or Governmental Accounting . An equivalent combination of education and experience may be considered in lieu of a degree. The Human Resources department and Chief Executive Officer will determine what is equivalent.

A current California driver’s license and a good driving record are required for this position.

All candidates for the Chief Financial Officer position must have acceptable work history if previously employed with the Tule River Indian Health Center, Inc., Tule River Tribe and/or Tribal Entities.

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 Chief Financial Officer 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 Chief Financial Officer will move throughout the health center to meet with supervisors and co-workers, but maintains limited direct patient/client contact. The Chief Financial Officer must:

1. Possess the mobility to work in a standard office setting (i.e. walk, stand, or sit for extended periods of time);
2. Possess 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 25 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 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, and toxicants 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.

Employee Affirmation:

I have thoroughly read the attached position description for the position of Chief Financial Officer. Any verbal explanations that I have requested concerning the information in this position description have been provided me to my satisfaction. I subsequently affirm that I am qualified to occupy this position with TRIHCI and I agree to perform the duties and responsibilities outlined therein.

Employee Name (Print)
Employee Signature
Date