



# Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •



## *Human Resources Department*

PO Box 279 La Push, WA 98350  
(360) 374-4366/4367 Fax (360) 374-4368

**POSITION TITLE:** ACCOUNTING MANAGER  
**SUPERVISOR:** Health Director  
**ORGANIZATION:** Quileute Tribe  
**LOCATION :** La Push, Washington  
**SALARY:** DOE/Q  
**CLOSE DATE:** Until Filled

### **POSITION SUMMARY:**

Under the Supervision of the Health Director, the primary function of the Accounting Manager is to direct, supervise, monitor and evaluate the day-to-day non-clinical operations of the Clinic to include: dental, medical, accounts receivable, accounts payable, billing, and the purchased referred care program.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Oversees the non-medical day-to-day operations of the clinic.
- Orients, trains, supervises, monitors and evaluates billing and purchased referred care staff and ensures all duties are completed according to department policies and procedures.
- **BILLING:**
  - Performs oversight of patient billing to ensure timeliness, accuracy and compliance with federal and state laws.
  - Monitors billing system for integrity and reviews charge fees on a regular basis to align with current industry standards.
  - Performs oversight and timely processing of provider insurance credentialing
  - Oversees the investigation, re-submittal, re-filing and/or filing of third party claims appeals if appropriate.
  - Remains current with accounting, billing and collection practices and claims processing.
  - Works directly with outside insurance agencies to collect and resolve billing errors.
  - Monitors aging and other revenue reports and provides them to the Health Director and auditors in a timely manner.
- **PURCHASED REFERRED CARE:**
  - Responsible for developing and implementing policies and procedures that provide a streamlined process and timely response to patients.
  - Provides monthly report on specialty care visits that include number of encounters, cost of service, amount billed out and amount paid to contractor.
  - Manages patient complaints through the patient feedback process and assures concerns are responded to in a timely manner.
  - Assures PRC policy compliance and cost-efficient funding distribution.
  - Obtains feedback from patients referred out to specialty care and assures they had a positive patient experience.
  - Facilitates weekly PRC huddle to review complex cases that involve a multi-disciplinary team, assures team approach to managing referral process and tracks individual patients from point of entry to discharge.

- **BUDGETS/CONTRACT MANAGEMENT:**

- Works with health management staff to develop budgets that are aligned with grant requirements and community needs.
  - Provides one-on-one staff training on budget management to assure managers are spending within approved budgeted amounts.
  - Provides the Health Director with an annual operating budget that is reflective of historical and actual costs.
  - Oversees and manages the coordination of all fiscal reporting activities, including department revenue/expense and balance sheet reports, reports to funding agencies, and development and monitoring of department contract/grant budgets.
  - Develops and maintains systems of internal controls to safeguard health department financial assets and oversees federal awards and programs.
  - Works with auditors ensuring all A-133 audit issues are resolved and preparation of annual financial statements are in accordance with GAAP and federal, state and other requirements.
  - Ensures cash flow and cash-on-hand is adequate to meet the needs of the health department.
  - Ensures adequate controls are installed and documentation is available such that all purchases may pass independent and governmental audits.
  - Assesses the benefits of all prospective contracts and advises the Health Director on programmatic design and implementation matters.
  - Participates in developing and identifying new funding opportunities, drafting program budgets for grant applications.
  - Analyzes cost effectiveness of all new prospective programs and services to assure decisions are based upon knowledge of financial impact to program and department.
  - Works with the Health Director on the strategic vision for the department, including fostering and cultivating stakeholder relationships on the local, state and national levels.
  - Participates in development and negotiations of contracts.
  - Participates in negotiating the Indian Health Services contract and reconciles modification to assure funds are received, applied and aligned with what is reflected in budget modifications.
  - Oversees all purchasing and payroll activity for health department staff.
  - Oversees the maintenance of the inventory of all fixed assets, including assets purchased with government funds assuring all are in accordance with federal regulations and disposed of following proper federal procedures.
- Will uphold, implement, and adhere to Quileute Tribal Policies, Laws, and Regulations as approved by the Quileute Tribal Council,
  - Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of U.S. Generally Accepted Accounting Principles (GAAP), OMB Circular A-133 and appropriate Code of Federal Regulations (CFR) sections.
- Ability to create and assess financial statements and documents
- Ability to respond to funding organizations, tribal council members and community members.
- Ability to communicate concisely and effectively both orally and in writing.
- Ability to follow oral and written instructions and to plan, assign, supervise and evaluate the work of others.

- Ability to establish and maintain an effective working relationship with the Quileute Tribal Council, Tribal members, staff volunteers, customers and various levels of tribal government associates.
- Comprehensive knowledge of principles and practices of team building to create team environment that fosters partnership, innovation and continuous process improvement.
- Strong facilitation and leadership skills.
- Ability to foster and increase staff educational and learning that will enhance professional development.
- Ability to make administrative and procedural decisions in a timely manner.
- Ability to react calmly and effectively when faced with crisis.
- Ability to maintain a high level of confidentiality.
- Strong computer skills and software knowledge to meet the requirements of the position.
- Detail oriented and product high quality work with very few errors
- Demonstrates respect for and awareness of Quileute customs, traditions, and historical background.

#### **MINIMUM QUALIFICATIONS:**

- Minimum of a bachelor's degree at an accredited college or university, master's degree preferred
- Certified Public Accountant (CPA) preferred
- At least three (3) years financial experience
- Experience with managing day-to-day financial operations of an agency with at least 25 staff persons, preferred
- Experience working in a tribal health clinic desired
- A combination of experience and education will be considered.
- Must possess a valid Washington State Driver's License within 30 days of hire.

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload. Individual must have good work ethics and daily attendance is a must.

**Indian preference will apply.** The Quileute Tribe will give hiring preferences to fully qualified Quileute Tribal applicants, then a qualified Native American/Alaskan Native and lastly, other qualified candidates. The Quileute Tribe is an equal opportunity and Affirmative Action Employer. **To attain consideration for Tribal member/Native American preference, applicant must submit a copy of Tribal Enrollment card or CIB which indicates enrollment in a Federally Recognized Native American Tribe.**

## HOW TO APPLY:

Please submit a Quileute Tribal job description, resume and cover letter to the address listed below. Incomplete applications will not be considered. Applications can be obtained at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

The Quileute Tribe  
Ms. Gina Gonzales-Leva, HR Director  
Department of Human Resources  
P.O. Box 279  
La Push, Washington 98350

**EXCEPT AS PROVIDED BY THE INDIAN PREFERENCE ACT (TITLE 25 U.S. CODE SECTIONS 472 & 473), The Quileute Tribe does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.**