



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



Quileute Tribe Job Description

Clinic Finance Manager

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

Position: **Clinic Finance Manager**
Supervisor: Quileute Health Director
Location: Quileute Health Center
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E

POSITION SUMMARY:

The Finance Manager is responsible for overseeing the financial operations of the Quileute Health Center. Oversight and management of budgets, billing, benefit coordination and the purchased referred care (PRC) are the primary focus of duties. This position will work closely with QHC program managers on contract and grant management. The Finance Manager will ensure that financial transactions are compliant with State and Federal guidelines and Quileute Tribal Council policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversees financial operations of the clinic.
- Supervises the billing and purchased referred care staff
- Oversees all purchasing activity
- Provides monthly financial reports for 3rd party billing, PRC payments and budgets as requested by the Health Director
- **BILLING**
 - Performs oversight of patient billing to ensure timely and accurate submittal.
 - Monitors billing system for integrity and reviews charge fees on a regular basis to align with current industry standards.
 - Remains current with billing and collection practices and claims processing.
- **PURCHASED REFERRED CARE:**
 - Responsible for developing and implementing policies and procedures that provide a streamlined process and timely response to patients.
 - Assures compliance with Indian Health Service PRC policies
 - Manages patient complaints through the patient feedback process and assures concerns are responded to in a timely manner.
 - Obtains feedback from patients referred out to specialty care are provided with a positive patient experience.
 - Facilitates weekly case management review meeting for PRC referrals and bill payment.
- **BUDGETS:**
 - Works with program managers to develop budgets that are aligned with grant requirements and community needs.
 - Works with the Health Director on the annual operating budget that is reflective of historical and actual costs.
 - Works with the program managers and budgets, grants and contracts office to monitor program expenditures
 - Develops and maintains systems of internal controls to safeguard health department financial assets

- Ensures adequate controls are in place so that all purchases are compliant with grant/contract awards and QTC policies.
- Works with program managers and health director to evaluate the cost/benefit of prospective grants/contracts.
- Participates in development and negotiations of contracts.
- Participates in negotiating the Indian Health Services contract and works with budgets, grants and contracts department to assure funds are received and applied with what is reflected in department budgets
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of OMB Circular Guidelines, HCPC and ICD10 Coding
- Knowledge of Indian Health Services and Grant Management
- Knowledge of budgeting and financial management
- 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 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 produce high quality work with very few errors.

WORK ENVIRONMENT:

- Office setting in a rural Tribal Clinic

PHYSICAL DEMANDS:

- Must be able to lift up to 40 lbs. on occasion
- Alternate sitting or standing
- Sit at computer for long periods of time
- Keyboarding

SUPERVISORY RESPONSIBILITY:

- Yes.

QUALIFICATIONS:

Required Qualifications:

- Associates Degree in accounting
- Two years financial experience working with budgets or grants management
- Two years experience as billing oversight
- Three years experience working in rural healthcare or Tribal Clinic
- Two years supervisory experience

** A combination of relevant education and related work experience may be considered. If an individual has extensive work experience (5+ years) in financial management, including 3-5 years billing management, but lacks formal education requirement, an applicant willing to work towards their degree in accounting as a condition of employment, may be required.**

Preferred Qualifications:

- Bachelor's Degree in accounting

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill 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.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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NOTE: Incomplete applications will not be considered.