Job Title: Supervising Accountant
Department: Fiscal
Reports To: Chief Financial Officer
Salary Level: KGS 18 $89,000 to $100,000 Annually
FLSA Status: Non-Exempt
Approved By: Chief Financial Officer
Approved Date: October 19, 2022

GOALS FOR POSITION: High quality Fiscal Management.

SUMMARY: Responsible for all fiscal functions of the organization. Responsible for compliance with all funding agencies’ regulations. Responsible for all fiscal compliance coordination for the organization. Supervision of accounting staff.

FUNCTIONS AND RESPONSIBILITIES:

1. Helps manager stay within their projected budgets.
2. Implements the complaint process as stipulated by policy.
3. Coordinates various medical center activities as directed by the CFO.
4. Represents KMC at meetings as directed by CFO.
5. Studies management methods in order to implement cost reductions.
6. Prepares reports including conclusions and recommendations for resolution of fiscal problems.
7. Responsible for fiscal compliance with all State & Federal and other contracts.
8. Oversees and directs budgeting, accounts receivable and payable, billing, auditing, payroll, tax accounting, contract health services, purchasing, and insurance activities for the organization.
9. Prepares reports which summarize and forecast company business activity and financial position in areas of income, expenses, and earnings based on past, present, and expected operation.
10. Directs the accounting staff in providing and directing procedures and systems necessary to maintain proper records and to afford adequate accounting controls and services.
11. Maintains security of all accounting records including contracts.
12. Time clock auditing and approving in preparation for each pay period. Auditing periodically for excessive leave, excessive tardiness and making employees accountable.
13. Responsible for data analysis of department work.
14. Responsible for long-term and short-term Goals and Objectives for the Department.
15. Responsible for all Policies pertaining to the department. Keeping policies current and up-to-date.
16. Responsible for orientation of all new employees to the department. Making new employees aware of core values of the department. A training and education plan will be drafted for all employees.
17. Ability to do presentations to the Board and Administration when needed.
18. Reference to drug policy of the Tribe.
19. Never discusses patients or reprimands staff in front of others.
20. Participates in leadership meetings and team activities.
21. Communication delivered by presentations and public speaking.
22. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Supervises 1 to 5 subordinate supervisors who supervise a total of 1 to 5 employees in KMC. Is responsible for the overall direction, coordination, and evaluation of these subordinate units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities orientation and training employees; planning, assigning, and directing work; appraising performance.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

BASIC REQUIRED ABILITY:

PERFORMANCE IMPROVEMENT RESPONSIBILITIES: By serving on the various performance improvement subcommittees individual employees are directly involved in the generation or modification of policies & procedures that enable KMC to provide continuously improving healthcare.

PUBLIC RELATIONS/ADVANCED INTERPERSONAL SKILLS: Addresses clients by name; smiles when talking to clients, physicians, peers, and families; answers the telephone courteously and promptly; identifies self and department when answering the telephone using pleasant voice tone/verbiage; possesses excellent listening skills; interacts with clients and peers.

COOPERATION: Must be a self-starter; seeks solutions; accepts constructive criticism; willing to adjust to changes.

PROFESSIONALISM: Shows pride in personal appearance and grooming; displays a positive attitude about work; respects the confidentiality of clients; and is congenial with public and peers.

INITIATIVE: Willing to participate in continuing education programs; asks questions; contributes during staff meetings; serves on K’ima:w Medical Center committees as appointed; demonstrates a desire for self improvement.

JOB SPECIFIC SKILLS & ABILITIES:

- Knowledge of federal program practices, policies and functions for all administrative procedures.
• Skill in analyzing, reviewing and evaluating program(s) for the purpose of identifying needs, priorities, and deficiencies.
• Ability and skill in supervising and leading employees.
• Knowledge of general theories, concepts, principles, techniques, and philosophies of managing and providing health care functions including outpatient care services, administrative services, and community health services in order to develop and maintain programs.
• Knowledge of budget preparation and fiscal management. Must be able to combine, consolidate, and integrate all financial presentations of the medical center. Must have demonstrated ability to communicate with people and organizations, both orally and in writing.
• Sage Accounting System knowledge preferred.
• Must possess extremely strong human relation skills.

EDUCATION and/or EXPERIENCE:

• High School Diploma or GED.
• Masters degree in Business Administration (MBA) and 3 years of experience in supervising a financial office or finance-related section that required supervision of personnel and working in the general ledger in a fund accounting environment; OR, Bachelor degree in business, accounting or a related field that includes managing accounting controls, finance or strategy, and/or auditing, 4 years of experience in fund accounting work in the general ledger, and 2 years of documented supervisory experience; OR, Associate degree in business, accounting, or a related field and 6 years of experience in fund accounting work in the general ledger, and 4 years of documented supervisory experience.
• Abila MIP, EWS and Microix experience desired.

CERTIFICATES, LICENSES, REGISTRATIONS: A valid California Driver’s License and Current CPR Certificate.

LANGUAGE SKILLS: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CONFIDENTIALITY: Employee must be aware of and adhere to Ki’ma:w Medical Center's Confidentiality Policy and deal appropriately with patient confidentiality at all times.

CONDITIONS OF EMPLOYMENT: Employee is subject to baseline and random drug testing per the Hoopa Tribal Drug & Alcohol Fit for Duty Policy. Employee will serve a 90-day introductory period. Employee is subject to introductory and semiannual performance evaluations. Preference will be given to qualified Indian applicants pursuant to the Tribe's TERO Ordinance.

PHYSICAL DEMANDS: 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 talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to outside weather conditions and out of area travel. The noise level in the work environment is usually quiet.

ANNUAL TRAINING REQUIREMENTS: Employee is required to be certified for the following training 1) Health Stream courses, 2) CPR every two years and 3) maintain training as applicable.