



Job Title: Finance Director
Department: Health and Wellness Division
Reports to: CEO
FLSA Status: Exempt – Full-Time
Salary Grade: \$84,843.20 - \$127,264.80

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

The Finance Manager directs the Tribal Health and Wellness Division accounting practices and financial planning, management, and reporting in coordination with the HWD CEO and CIT Finance Department. The Finance Manager is responsible for the management and oversight of the accounting functions and financial reporting for the Division, including third-party revenue billing and accounts receivable, operating budgets, grant expenditures, and financial planning and analysis, including data analysis, performance measurement, budgeting, forecasting, and reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists Executive Board of Directors and executive management with development and updating of strategic plans and budgets for the Division.
2. Maintain and regularly update long-term forecasts for the Division's revenue, expenditures, and general fund subsidies required from the Tribe.
3. Collaborates with executive management to create annual and updated financial and performance budgets, as well as ad hoc analyses and proformas to support evaluation of strategic projects. Develop benchmark data for the organization.
4. Responsible for the oversight of the Division's financial reporting and performance management systems and for monitoring compliance with financial budgets and performance targets.
5. Works closely with CIT CFO to ensure the CIT annual Audit has no material weaknesses or findings regarding the HWD.
6. Brings matters of importance to the HWD CEO and prepares recommendations as required.
7. Assist the CEO in analysis and preparation of financial statements for Tribal Council and the Executive Board of Directors.
8. Develop and maintain appropriate procedure manuals for all financial and accounting functions.

9. Supervise all aspects of third-party revenue strategy in conjunction with HWD CEO, to include claims processing, reduction of write-offs, increasing collections, and other activities that ensure efficiency.
10. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
11. Adheres to and supports the mission, vision and values of Coquille Indian Tribe and Health and Wellness Division.
12. Participate in performance improvement activities and increasing efficiencies and provide recommendations to the senior leadership team.
13. Must have a demonstrated history of providing healthcare financial analysis for improved revenue and management in a clinical setting (preferably tribal, IHS, or UIHP).
14. Other activities as directed by the CEO.

The above statements reflect the general duties considered necessary to describe the principle functions of the job as identified and shall not be considered as a detailed description of the work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 25 pounds. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Ability to make decisions independently in accordance with established policy and procedures.
4. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
5. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
6. Ability to work cooperatively with other departments in person and remotely to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.
7. Be computer literate. In addition to maintaining proficiency in the Tribe's accounting software, exhibit a level of proficiency in the use of word processing, spreadsheets, and databases to analyze data and report insights using visualizations, narrative, and other techniques appropriate for the audience of the report.

8. Knowledge of generally accepted accounting principles and governmental financial reporting and auditing standards.
9. Ability to make decisions and exercise professional judgment independently in accordance with established policy and procedures.
10. Ability to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
11. Excellent organization, time management, analytical, problem solving and mathematical skills required.
12. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
13. Ability to travel within the United States.

REQUIRED QUALIFICATIONS

- A. Bachelor's Degree in Accounting, Finance, Business Administration, or a closely related field.
 1. An MBA or similar degree is preferred.
 2. A CPA or similar credential is preferred.
- B. Experience in Tribal clinic insurance revenue and Medicaid required. Experience with Indian Health Services and grant funding required.
- C. Requires a minimum of five years of progressively more responsible financial and accounting experience in a healthcare setting. Experience working with benchmark data and evaluating performance compared to benchmarks highly preferred.
- D. Demonstrated experience using Microsoft Office and other tools to analyze, summarize, and present information and insights to both technical and executive audiences is required. Experience analyzing monthly/quarterly budget variance and trends.
- E. Must be familiar with accounting, management, and office software systems. Familiarity with MIP accounting software and Epic billing preferred.
- F. Must have the ability to direct and supervise multiple projects simultaneously.
- G. Must have excellent interpersonal skills.
- H. Must have excellent written and verbal communication skills.
- I. Must possess a valid Oregon driver's license, or ability to obtain one, with no insurability issues as determined by the Tribe's insurance carrier.