



SOPHIE TRETTEVICK INDIAN HEALTH CENTER

MAKAH TRIBE

JOB POSTING- OPEN UNTIL FILLED

Job Title	Chief Financial Officer	Position Number	TBD
Department	Executive Suite	Business Unit	Administration
Work Location	STIHC Admin	Travel Required:	Yes-Occasional
Pay Grade	N/A	Position Type	Full-Time
Pay Range	DOQ	Classification	Exempt
Background Tier	Yes	Safety Sensitive	Yes
Supervisor	Chief Executive Officer	Subordinate(s)	Yes

JOB SUMMARY

The Chief Financial Officer (CFO) is responsible for the fiscal health of the Sophie Trettevick Indian Health Center (STIHC); which provides comprehensive health services to eligible Tribal and community members. STIHC provides direct provision of ambulatory and field health care services and in the administration of purchased and referred care for inpatient and other health services not provided directly.

ESSENTIAL JOB DUTIES:

- Directs and oversees the financial activities of STIHC such as general ledger management, payroll processes, tax reporting, budget preparation and monitoring.
- Prepares current financial reports and summaries, and provides recommendations to the CEO for efficiencies and improvements,
- Prepares all financial statements, including income statements, balance sheets, business reports, tax reports and governmental agency reports.
- Oversees revenue cycle capture and compares actual revenues and profit projections to actual figures and budgeted expenses to actual expenses; makes or oversees any necessary adjustments to future projections and budgets.
- Works with the CEO and other members of management to develop and monitor budgets.
- Develops financial policy and ensures compliance with all laws and contractual obligations and ensures taxation and insurance responsibilities.
- Interfaces with auditors, stakeholders, and other community partners as needed.
- Oversees the day-to-day operations of the STIHC finance department.
- Works with all management to coordinate planning and establish priorities for the budget planning process.
- Reviews and coordinates budget planning process and suggests improvements to current methods.
- Provides cash flow analysis, budget preparation, and audit functions.
- Studies long-range economic trends and projects their impact on future growth in revenue generation. and identifies opportunities for expansion into new areas of revenue capture.
- Other related job duties as assigned.

EDUCATION REQUIRED

- Bachelor's degree in accounting or related field required.

- CPA and/or Masters degree in Health Care Administration, Business Administration, Public Health, or related field preferred.

MINIMUM RELATED EXPERIENCE

- Five years of experience as CFO or program management, preferably in a tribal government, healthcare, or non-profit organization

REQUIRED LICENSES/CERTIFICATIONS

- Valid and unrestricted Washington State Driver's License.

KNOWLEDGE OF:

- Financial management concepts such as budgeting, accounting and taxation
- Financial laws and regulations standard to a Tribal Healthcare facility
- GAAP standards
- Strategic Financial Planning
- Advanced Financial Analysis

ABLE TO:

- Establish and maintain regular and satisfactory attendance and punctuality.
- Maintain confidentiality and communicate with tact and discretion.
- Organize, plan, coordinate, and carry-out assigned tasks with accuracy and attention to detail.
- Provide excellent customer service and problem solve effectively.
- Demonstrate leadership and team building.
- Continually learn and utilize a variety of information systems and software.
- Pass pre-employment drug screening and background check(s).

PHYSICAL REQUIREMENTS:

Manual and finger dexterity for the operation of personal computer, office machines and routine paperwork. Tolerance to be exposed to computer screen for prolonged periods. Stamina to sit, stand and/or walk for prolonged periods. Mobility to bend, stoop, and/ or climb stairs. Ability to lift objects weighing up to 25 lbs. occasionally. Operate a motor vehicle.

SPECIAL REQUIREMENTS

Immunization Requirements: Must be fully immunized against measles, and rubella and provide official documented proof of vaccination prior to employment. Employees are required to provide proof of other immunizations as recommended for healthcare workers by the Centers for Disease Control and Prevention, or of immunity to these diseases. All employees shall have tuberculin (TB) test upon employment and annually thereafter, or have a follow-up plan approved by employee health if there is a positive test

Special Consideration: if you are allergic to any component of the vaccine or have documented history of severe reaction to vaccine or are currently pregnant you may not have to be immunized, however, you are required to provide documentation/proof, in order to be considered for employment.

APPLICATION PROCESS- submit application with supporting documentation to

hr@stihc.com or

STIHC Human Resources

PO Box 410

Neah Bay, WA 98357