



TOIYABE INDIAN HEALTH PROJECT OFFICIAL POSITION DESCRIPTION

CONTROLLER

Program: **Fiscal** *Salary:* **\$84,163 – 113,359**
Supervisor: **Chief Financial Officer (CFO)** *Salary Range:* **21**
FLSA Status: Exempt Non-Exempt *Position Type:* **Regular Full-Time**

TIHP Board Approved: 3/04/2022

POSITION DESCRIPTION

Responsibility of the overall efficient operation of the Fiscal Office (Office) assuring that each employee is functioning at top-level performance. Responsibility for the overall of the management of operations and programmatic oversight and financial well-being of the Office and its staff and accountable for all resources and funds. Under the direction of the Chief Financial Officer (CFO), provides overall leadership and direction to ensure that the Office achieves its vision, mission, goals and objectives.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Assist in the management of all financial affairs of TIHP including bill payment and payroll, while meeting all accounting and governmental standards.
- Prepares regular financial reports and budgets for submission to the Chief Executive Officer, CFO, Finance Committee, and the Board of Directors.
- Oversees monthly bank statements reconciliation which compares bank statements and actual general ledger, ledger cash balances, ~~verify~~ and makes necessary adjustment entries for differences in balances.
- Performs and supervises the completion and reconciliation of all liability accounts, tax returns, contract administration and accounts receivables in a timely and efficient manner.
- Monitors cash disbursements for accuracy and proper coding.
- Maintains internal control for all fund accounts.
- Supervise direct service activities of the office, including all accounting functions.
- Evaluate, review and supervise the performance of staff members within the Office.
- Represents TIHP in a professional manner upholding all principles of confidentiality adhering to all ethical behavior standards; and, modeling and setting TIHP's business culture and values.

- Prepares and administers the Office review of employee performance evaluations.
- Ensures the implementation of TIHP policies, including the enforcement of personnel action pursuant to personnel policies.
- Implements Office strategic goals and objectives, review implementation of plans, project activities, and expected outcomes.
- In coordination with supervision, shall direct the formulation of yearly budgets, administers funds and ensures that the Department conforms to the conditions set forth in all contracts including the Indian Health Service, HRSA, State of California, and any other funding sources and accountability for all funds expended.
- Works with supervision to expand services and programs by seeking new sources of revenue, grants and partnerships.
- Works directly with the CFO to provide office reports to include financial statements, budget preparation, monitoring, billing / revenue cycle activities; and, to prepare and present an annual Office budget.
- Acts for or as the CFO when assigned.
- Performs other duties as deemed necessary for the Department success.

REQUIRED EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- Bachelors' Degree Business Administration with an emphasis in Accounting or related field, or equivalent experience.
- Minimum five years administrative experience in an accounting office social service agency and at least three years of staff supervision experience.
- Knowledge and experience in automated financial recordkeeping and spreadsheets (e.g. American Fundware and/or Microsoft Excel) systems.
- Working knowledge of Federal contracts and procurement regulations, including Federal Travel Regulations.
- Working knowledge of the Medical Industries accounting and financial regulations.
- Knowledgeable in proposal writing, contract negotiation, and report writing as required for various agencies.
- Ability and commitment to working with Native Americans in a successful and acceptable manner.
- Must successfully fulfill a pre-employment physical, drug screen and the required fingerprint clearance process.

- Skills to obtain and manage grants and contracts.
- Knowledge of information technology systems and their application to health care organizations.
- Knowledge of principles, methods, and techniques of financial management.
- Knowledge of the principles and practices of management and fund accounting, finance, and business administration. Skills in the development, preparation, and control of budgets.
- Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
- Cardiopulmonary resuscitation (CPR) certified or obtain within three months of hire.

PREFERRED EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- Bi-Lingual/Spanish Speaking
- A Masters’ Degree in Business (MBA) or Certified Public Accountant (CPA).

ALL TIHP EMPLOYEES ARE EXPECTED TO:

- Provide the highest possible level of service to clients.
- Promote teamwork and cooperative effort among employees.
- Abide by all immunization and infection control policies.
- Maintain safe practices.
- Abide by the current and future TIHP Policies and Procedures, as they may from time to time be updated.

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. Sitting / Mobility: Approximately 80% of time is spent working at a desk. Balance of time (approximately 20%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, patients, members of outside agencies, in person, by telephone, and by email. Vision: Ability to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. Lifting / Carrying: Ability to occasionally lift and/or move objects weighing no more than 25 pounds. Stooping / Kneeling: Ability to access files/stock supplies in low cabinets and shelves. Reaching / Handling: Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment; continuous contact with other staff and the public.

EMPLOYMENT INFORMATION

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Toiyabe Indian Health Project, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

EQUAL OPPORTUNITY EMPLOYER: TIHP does not discriminate on the basis of race, color, national origin, sex, religious preference, age, handicap, marital status, political preference, genetics or membership or non-membership in any employee organization, except as allowed by Federal and/or Tribal Law.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: TIHP is committed to maintaining a drug free and alcohol free workplace. TIHP believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and success of TIHP.

HIPAA Health Insurance Portability and Accountability: This act was enacted to deal with these main areas with regard to patient information. Uses and Disclosures for Treatment, Payment, and Health Care Operations (45 CFR 164.506) are also covered under this act. HIPAA

- Security of Private Health Information
- Standards of Electronic Transactions
- Privacy of individually identifiable health information
- Ready access to treatment and efficient payment for health care, both of which require use and disclosure of protected health information, are essential to the effective operation of the health care system. In addition, certain health care operations—such as administrative, financial, legal, and quality improvement activities—conducted by or for health care providers and health plans, are essential to support treatment and payment.

DRIVING RECORD: Employees must have a valid Driver License and be insurable under THIP's vehicle insurance program.

BACKGROUND CHECKS: All employees must be able to pass a background check per Toiyabe's Background Check Policy.

Toiyabe Indian Health Project is an At-Will Employer. Either the employee or TIHP can terminate the employment at will, without advance notice, at any time, with or without cause.

EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT

I have received a copy of this approved position description. The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The Board of Directors reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

HR Representative Signature: _____ Date: _____

This acknowledgment will be placed in the employee's personnel file and copy given to employee.