Position: Chief Financial Officer (Health)
Division: Ponca Health Services
Department: Executive
Reports To: Chief Executive Officer
Location: Open
Exempt/Non-Exempt: Exempt
Salary: Grade 19 ($120,707.43 to $175,942.85)
Classification: Fulltime

Summary:
This is a deputy executive level position. The Chief Financial Officer is responsible for the financial health of Ponca Health Services. Incumbent will establish goals, objectives, policies, procedures and priorities related to activities of finance and budget; develop annual budget, establish internal financial controls, ensures all financial activities adhere to all applicable oversight regulations. Tribal policy and Generally Accepted Accounting Principles; perform financial research, analysis and recommendation functions for the Ponca Health Services.

Essential Responsibilities and Duties:

1. In conjunction with the Chief Executive Officer, participates in the development and implementation of the mission, vision, and values of Ponca Health Services to include high quality, patient focused health care.
2. Leads in the development of multi-campus strategic plan consistent with the Ponca Health Services and Ponca Tribe of Nebraska long term goals and objectives.
3. Provides leadership and professional direction to a comprehensive administrative management process Team, to include: (1) Procurement/Facilities, (2) Business Operations/Benefits Coordination, (3) Purchase Referred Care Program (patient registration and billing).
4. Responsible and accountable for a comprehensive financial management process, to include: (1) budgeting and report management, (2) accounts payable, (3) accounts receivable, (4) financial data management, (5) grants management, and (6) purchase and referred care administration and (7) revenue generation activities.
5. Oversees and directs budgeting, audit, tax, accounting, purchasing, long-range forecasting, and insurance activities for the organization.
6. Oversee preparation of audited financial statements by coordinating with auditors and overseeing the preparation of required schedules and reports for financial statements.
7. Participates and ensures the development of organizational guidelines, policies and procedures in accordance with funding source requirements, as well as Tribal and Federal law.
8. Working knowledge of electronic health records and health information management systems.
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9. Ensures development and maintenance of realistic budgets and timelines for executive projects and activities.

10. Presents, facilitates and leads assigned process improvement events using methods of culture-appropriate team building, team energizing, data gathering and analysis, problem solving, and project management.

11. Responsible for providing accurate financial advice impacting executive decisions on behalf of Ponca Health Services.

12. Serves as a member of the Health Executive Team.

13. As deemed necessary by the Chief Executive Officer, attend meetings, serve on committees, advisory bodies, etc., and maintain associated records.

14. Other duties as assigned.

Relationships and Authority:

Position will supervise the following departments:

1. Finance and Accounting
2. Clinical Engineering Department
3. Facilities Management Department
4. Housekeeping Department
5. Medical Supply Services Department
6. Property and Supply Department

Working Environment and Physical Demands:

1. This position is located in professional office environment with duties in a medical/clinic setting.
2. Work may be stressful due to continual interaction with others.
3. Occasional evening, weekend and overnight work may be required.

Qualifications:

Minimum:

1. Bachelor’s degree in accounting or related field, or an equivalent combination of experience and education.
2. Certified Public Accountant/Active
3. 4-6 years experience in accounting and management.
4. 5-7 years experience in a healthcare organization or large clinic
5. Working knowledge of manual and automated accounting systems, well-developed financial analysis capabilities, and demonstrated ability to manage computer operations and applications.
6. Working knowledge of grant application and compliance procedures as well as GASB 34, GAAP, OMB Circular A-133, CFR Codes and other federal compliance requirements.
8. Excellent written and oral communication skills.
9. Valid driver’s license and be insurable.
10. Successfully pass drug and alcohol testing, motor vehicle, education, character, and criminal background checks.
11. Able and willing to travel.

Preferred:
1. Masters degree in accounting or related field.
3. One year experience working with Native Americans or Native American organizations.

Preference will be given to Ponca Tribe of Nebraska members or members of a federally recognized tribe. However, all qualified individuals are eligible.

The Ponca Tribe of Nebraska is an at-will employer.

Tribal Council Approval: 05/05/2021

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