

## FINANCE DIRECTOR

### Position Description

|                       |                        |
|-----------------------|------------------------|
| <b>Department:</b>    | Administration         |
| <b>Job Code:</b>      |                        |
| <b>Pay Range:</b>     | \$83,000 –to- \$96,500 |
| <b>Hours/Week:</b>    | 40 hours               |
| <b>Position Type:</b> | Full-Time              |

|                            |                                |
|----------------------------|--------------------------------|
| <b>Reports To (Title):</b> | Chief Operations Officer (COO) |
| <b>Classification:</b>     | Exempt                         |
| <b>Effective Date:</b>     | August 31, 2022                |
| <b>Revised Date:</b>       | March 11, 2026                 |
|                            |                                |

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Canoncito Band of Navajos Health Center Inc. (CBNHC) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.
- Comply with all CBNHC policies and procedures, as well as all applicable laws.

### POSITION PURPOSE

The Finance Director requires strong organizational skills, an acute sense of business administration, and solid leadership skills. The Finance Director's focus on developing and enforcing the company's Finance policies, plan, lead, and enforce recruitment, management, and employee relations policies. The Finance Director provides professional finance support through planning, organizational development, strategic leaderships, coordination, implementation and administration of process and programs in the functional area of finance in accordance with applicable policies and laws.

### ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Plan, direct, and manage all Finance Department initiatives.
- Maintains confidential financial records; ensures secure storage of all financial records.
- Establish Finance Department objectives following organizational goals along with federal, state, and tribal legal requirements.
- Implement Finance Department strategies through department accuracies and accountabilities.
- Collaborate with other department managers to plan budgets, develop budget management tools and execute budget management strategies.
- Responds timely to the (CEO) and leadership finance inquiries.
- Provide guidance to administration and department managers on budgetary expenditures etc.
- Works collaborative with all levels of leadership concerning finance matter.
- Fosters a positive and professional working relationships with all levels of management.
- Fosters a positive and professional working relationships with the governing boards financial information request.
- Ensure compliance with State, Federal and Tribal accounting practices and procedures
- Performs other duties as assigned.

## MINIMUM MANDATORY QUALIFICATIONS

### Experience

- Minimum of five (5) years of experience in a healthcare environment or the equivalent

### Education

- Bachelor's degree in accounting, finance or related field
- CPA or other relevant qualification is a plus
- FQHC and government accounting experience
- Clean background and clean drug screen

### Mandatory Knowledge, Skills, Abilities and Other Qualifications

- Must be able to carry out the essential duties, functions and responsibilities as detailed.
- Demonstrated strong effective communication in writing, business presentations, and interpersonal communication.
- Diverse knowledge of corporate finance and accounting principles, regulations and best practices
- Knowledge of Tribal Healthcare or Clinical Healthcare financial analysis
- Proficient in the use of MS Office, Excel and Abila MIP software (fund accounting)
- Knowledge of tribal, federal, state and local laws and regulations
- Proficient in cost control, budget development and financial management
- An analytical mind with a strategic ability
- Excellent organizational and leadership skills
- Excellent communication skills and interpersonal abilities
- Management of government contracts and grants in a healthcare setting
- Knowledge of P.L. 93-638 Indian Self Determination Healthcare organization
- Ability to perform other duties as assigned.

## PREFERRED QUALIFICATIONS

- Master's Degree preferred (MS/MA or MBA)
- Bilingual skills in English and the Navajo language
- Prefer five (5) years' experience.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Taking and hearing are essential to communicate with patients, vendors and staff.

#### Mental Demands

There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

#### OTHER

- All employees must uphold all principles of confidentiality, HIPAA and patients care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to this position. Employees will be asked to perform other duties as needed.

#### APPLICATION INSTRUCTIONS

- Read instructions prior to completing application form; incomplete applications will not be considered.
- Submit an application, resume and letter of interest to one of the following methods:
  1. E-mail to [Humanresources@cbnhc.org](mailto:Humanresources@cbnhc.org)
  2. Mail to Canoncito Band of Navajos Health Center Inc., ATTN: Human Resources, P.O. Box 3338, To'Hajiilee, NM 87026
  3. Deliver to the CBNHC Human Resources Office, 129 Medicine Horse Dr., To'Hajiilee, NM 87026

Canoncito Band of Navajos Health Center Inc. is a Navajo Preference Employer. As required by the Navajo Preference in Employment Act, preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants consistent with the Indian Self-Determination Act Indian preference provision.