



CANONCITO BAND OF NAVAJOS
HEALTH CENTER

PO Box 3338 / 129 Medicine Horse Drive – To'Hajiilee, NM 87026 INC.
Phone (505) 908-2307 / Fax (505) 908-2310

CHIEF FINANCIAL OFFICER

Position Description

Department:	Administration
Job Code:	
Pay Range:	
Hours/week:	40 hours
Type of Position:	Full-time

Reports to (title):	Chief Executive Officer
Classification:	Non-Exempt
Effective Date:	May 15, 202024
Revised Date:	

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 and Health Center policies and procedures, as well as all applicable laws.

POSITION PURPOSE

Provides sound business and fiscal management in the operation of the CBNHC programs, services and facilities in accordance with standard accounting practices, governmental regulations, quality assurance, and the CBNHC operational standards and policies. The Chief Financial Officer (CFO) safeguards the assets and funds of Canoncito Band of Navajos Health Center, Inc. by establishing financial policies, procedures, controls, and reporting systems. The incumbent oversees and is responsible for the daily activities, reporting, and operations of the Finance and Revenue Offices. Reporting directly to the Chief Executive Officer (CEO), this position collaborates with executive management to define the organization's short-term and long-term mission, goals, and strategies.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Oversees annual budget formulation and execution for CBNHC.
- Oversees all activities related to the generation and collection of revenue.
- Participate in business planning, strategic direction, leadership meetings, Board meetings, and assigned committee meetings as required.
- Ensures business functions and financial transactions are performed satisfactorily, in accordance with all internal and external regulations, rules, policies and procedures.
- Conducts periodic reviews of existing finance and accounting policies and procedures to ensure effectiveness and ensures the policies are updated and are in accordance with evolving regulations, legal requirements and industry trends.
- Prepares and presents financial reports to the Board and other interested parties regarding financial operations, statistics, trends, budget requirements and influencing factors.
- Performs and/or oversees the performance of the annual audit, Medicare Cost Report and Medicaid Year-end Conformance, as well as other regulatory reporting that requires financial information.
- Establishes and maintains an appropriate accounting system and prepares related reports and directs the budgeting process.
- Assumes responsibility for developing, recommending, and implementing such internal accounting and financial controls and programs that are necessary to preserve and expand the organization's assets.
- Oversees the generation and maintenance of the systems related to the general ledger, accounts payable, charge master, and fee schedule.

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- Verifies that accounts payable, accounts receivable, billing and payroll activities are performed in an effective, efficient and timely manner.
- Supervises accounting and finance personnel to include authority and responsibility for recruitment, hiring, discipline, performance evaluation, orientation, training and direction of employees supervised.
- Provides leadership through effective goal setting, delegation, and communication. Conducts regular staff meetings to ensure that personnel are well informed of changes in programs, policies and procedures.
- Attends and participates in Board meetings, as requested, advising the Board as needed in matters related to finance and business operations.
- Ensures that work areas and documents are secure and in compliance with privacy policies and regulations.
- Assists in developing short and long term goals and objectives for the finance activities.
- Ensures that plans, goals, and policies are consistent with established CBNHC-wide goals.
- Ensures that policies are in accordance with evolving regulations, legal requirements, and industry trends. Continually evaluates established policies and procedures, and updates or modifies them as necessary. Documents and creates flowcharts to organize financial processes.
- Supervises the development and implementation of financial information and control systems, including general ledger, budgeting, cost allocation, and other subsystems.
- Provides guidance to administration and department managers on financial matters to ensure compliance with rules, policies and procedures.
- Ensures that work areas are secure and in compliance with privacy policies and regulations.
- Stays informed of trends and changes in the finance field.
- Completes financial analyses of CBNHC cash flow, investment strategies, banking relationships, debt management, etc. Develops and implements improvements as appropriate.
- Oversees the preparation of daily, monthly, annual, and other periodic financial statements and reports. Ensures that internal and external recording, document submissions, and filings are accurate and timely.
- Coordinates tax reporting requirements. Works with external accountants to file federal, payroll, and/or other required tax filings.
- Oversees the preparation and filing of payroll taxes, and tracks and reports fringe benefit tax data (relocation expense reimbursements, use of CBNHC vehicles, etc.).
- Prepares and monitors the financial budget and business plan of the Health Center.
- Coordinates the annual audit. Ensures that finance records and reports are in compliance with GAAP and government regulations. Serves as a liaison between the CBNHC external auditors and regulatory authorities, cooperating with and assisting as appropriate.
- Oversees the preparation and control of operational budgets and capital budgets.
- Completes reports and analyses of departmental and area operations as requested by the Corporation or management. Conducts cost analysis, ratio and trend analysis, and other comparative examinations as appropriate.
- Ensures effective internal financial controls for CBNHC, maintaining proper segregation of duties and appropriate levels of confidentiality.
- Collaborates with the IT Department to develop information systems which track specific operational and financial data. Works to implement and update systems including HR/payroll, fixed asset management, expense management, cash management, etc.
- Partners with the Chief Human Resources Officer (CHRO) to CBNHC's compensation and benefit programs are cost-effective and align with the organization's mission and vision.
- Represents the CBNHC to community, government agencies, and various trade professionals and groups.
- Upon request presents Financial reports to funding agencies and the General Public as deemed necessary and to insure accountability.
- Conducts performance appraisals as assigned. Provides measurable feedback to Finance staff and suggestions for improved performance. Formulates and implements employee corrective actions as needed.
- Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

- Education:
- Master's Degree in Finance, Accounting, Business, or related field OR Bachelor's Degree with equivalent professional experience.
 - Licensed CPA (Certified Public Accountant) or ability to obtain within 18-24 months of hire.
- Experience:
- Minimum of eight (8) years of high-level financial management experience and 3-5 years of supervisory experience.
 - Minimum of two (2) years' experience in a healthcare setting.

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Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- Expertise in generally accepted accounting standards and practices, with an emphasis on governmental and fund accounting, including methods of financial reporting and financial statement preparation and financial strategic planning.
- Experience developing, organizing, and administering a comprehensive financial management and reporting program.
- Adept in healthcare accounting.
- Understanding of and ability to apply/explain complex governmental regulations and reporting requirements.
- Working knowledge of budget development and administration at an organizational level.
- Ability to design, oversee, coordinate, and conduct financial and claims audits and studies.
- Strong and effective senior level leadership and management acumen, including proven ability to engage and develop staff, foster teamwork, innovation, risk taking, continuous learning, and create high-performing teams.
- Demonstrated ability to build relationships, influence across lines or authority, and develop credibility.
- Highly organized and detail-oriented with demonstrated success in managing concurrent projects, shifting priorities, and tight deadlines.
- Exceptional presentation and communication (written and verbal) skills.
- Proven analytical and strategic planning skills with ability to make use sound judgment in decision making.
- A high degree of discretion, personal integrity, ethics, and emotional intelligence.
- Knowledge of and experience with various financial management/accounting systems, preferably MIP.
- Proficient with Microsoft Office Suite or related software.
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.
- Clean background check and clean drug screen.
- Ability to perform other duties as assigned.

PREFERRED QUALIFICATIONS

- Bilingual skills in English and the Navajo language.
- Prior experience working with Indian Health Services (IHS), a Tribe or Tribal organization.

WORK ENVIRONMENT

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. Talking 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

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All employees must uphold all principles of confidentiality, HIPAA and patient 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 qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

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.

APPLICATION INSTRUCTIONS

- Read instructions prior to completing application form; incomplete applications will not be considered.
- Submit an application, resume and letter of interest via one of the following methods:
 1. E-mail to 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
- For more information, contact Human Resources at (505) 908-2307 ext.119