



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

CONTROLLER Position Description

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

Reports to (title):	Chief Operations Officer
Classification:	Non-Exempt
Effective Date:	May 15, 2016
Revised Date:	March 19, 2024

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

Responsible for directing, coordinating, maintaining, and controlling the finance system of CBNHC. Monitors Health Center policies and procedures and recommends improvements, advises executive leadership on the financial position of CBNHC, participates in strategic planning, and serves as a resource in all aspects of Finance. Oversees budgeting, general ledger, accounts payable and receivable, payroll, fixed asset management, etc. Ensures that Finance activities are in accordance with established legal, regulatory, and CBNHC procedures. Assigns, directs, and appraises staff functioning in the finance area.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- 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.
- 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.
- Ensures the timely completion of reports, records, and other documentation. Prepares business plans and reports addressing related issues.
- Represents the CBNHC to various trade professionals and groups. Performs credit worthiness evaluations on clients/vendors and potential clients/vendors.
- Advises management regarding Finance entries, reports, and comparative analyses.
- Ensures that all employees are well informed of finance policies, procedures, and regulations. Facilitates consistency at all levels of finance operations.
- Attends and participates in meetings and committees as appropriate.
- Performs other duties as assigned.

Supervision

- Partners with Human Resources in hiring and staffing of finance personnel. Assesses staffing requirements and fills open positions with qualified candidates.
- Provides leadership to personnel through effective objective setting, delegation, and communication. Conducts meetings to ensure that personnel are well informed of changes in programs, policies, and procedures.
- Trains, directs, and coordinates personnel. Ensures that training and development needs are met and provides assistance and support as needed.
- Conducts performance appraisals as assigned. Provides measurable feedback to Finance staff and suggestions for improved performance. Formulates and implements employee corrective actions as needed.

MINIMUM MANDATORY QUALIFICATIONS

Education:	<ul style="list-style-type: none"> • Bachelor's Degree in Accounting or Finance.
Experience:	<ul style="list-style-type: none"> • Five or more years of high-level finance experience and three or more years of supervisory experience.
Mandatory Knowledge, Skills, Abilities and Other Qualifications:	<ul style="list-style-type: none"> • Thorough knowledge of 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. • Understanding of and ability to apply/explain complex governmental regulations and reporting requirements. • Working knowledge of budget development and administration. • Experience planning, organizing, and administering a comprehensive financial management and reporting program. • Ability to oversee, coordinate, and conduct financial and claims audits and studies. • Broad based knowledge of the entrepreneurial business environment. • Excellent leadership and human relations abilities. • Able to organize, coordinate, and direct projects. • Strong oral and written communication abilities. • Solid analytical and technical skills with ability to use all related hardware and software • A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers. • Ability to perform other duties as assigned.

PREFERRED QUALIFICATIONS

- Master's Degree in finance, accounting, business, or related field.

- Licensed CPA (Certified Public Accountant) or ten years of high-level professional health care finance experience.
- Bilingual skills in English and the Navajo native 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

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.*

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
 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 Christina Chavez at (505) 908-2307 ext. 119

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.

Date