



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: HHS Chief Financial Officer

****Re-Advertise****

OPEN: August 7, 2024

EXEMPT: Yes

SALARY: (15) \$60.83-\$68.51/hr. DOE

SHIFT: Day

LOCATION: LNHC

DURATION: Regular Full-Time

CLOSES: Until Filled

JOB CODE:

DIVISION: HHS

DEPARTMENT: Finance

SUPERVISOR: HHS CEO

VACANCIES: 1

JOB SUMMARY: The HHS Chief Financial Officer is responsible for Health and Human Services (HHS) financial planning and budgeting, tracking third-party revenues and receivables, ensuring expenditures comply with all funding requirements, coordinating financial data, and managing budgets. Under the general direction of the Health Chief Executive Officer (CEO), General Manager (GM), and the Lummi Health and Family Services Commission, the HHS Chief Financial Officer shall be responsible for ensuring compliance with all financial rules governing the Lummi Health Service programs that include Lummi Nation Health Center, Behavioral Health, Counseling Service, Family Services and Healthcare Business Office. Compliance shall include all GASB, FASB, IRS, OMB Circulars, Granting Agency requirements, and internal LIBC Policies & Procedures. This position may perform duties requiring subject matter expertise in one or more of the following finance functions: General Accounting, Budget, Fixed/Capital Assets, Financial Reporting, or Treasury. This position reports directly to the HHS CEO. The HHS Chief Financial Officer will directly oversee the Healthcare Business Office and any future health financial functions and staff.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. The HHS Chief Financial Officer is responsible for collecting, analyzing, and monitoring the financial data of the Lummi Healthcare Division.
2. Collaborates with HHS Directors to create annual and updated financial and performance budgets, as well as ad hoc analyses and proformas to support evaluation of strategic projects.
3. Supervises all aspects of third-party revenue strategy in conjunction with HHS CEO, including claims processing, reduction of write-offs, increasing collections, and other activities that ensure efficiency. Oversee the billing revenue cycle and directly manage the Business Office Director.
4. Provide technical accounting, analysis, and support to the Finance Department and to other departments across the Lummi Health and Family Services divisions.
5. Utilize generally accepted accounting principles (GAAP) and healthcare financial accounting and reporting standards to perform annual audit preparation and to maintain the Lummi Health and Family Service division's internal systems and controls.
6. Accumulate, review, and interpret support documentation for assigned general ledger accounts.

7. Analyze journals, subsidiary ledgers, schedules, and other supporting documentation for accuracy of information and reconciliation to the general ledger.
8. Measures actual performance against operating plans/standards and interprets the results or all levels of management. Responds to any request related to financial statements, budget projections, and other financial reporting for the Lummi Health and Family Services division.
9. Prepare and analyze monthly financial, statistical, and budgeting reports.
10. Evaluate and analyze results relative to expectations; understand, explain, and communicate variances; and adapt solutions to reflect emerging insights.
11. Assist the Lummi Indian Business Council Chief Financial Officer (CFO) in the development and review of short-term and long-term financial policies and procedures.
12. Understand the data flow from the EPIC, ScriptPro, Methasoft, and PRC software Systems to the Accounting System.
13. Create ad-hoc and scheduled reports to pull data from the EPIC, ScriptPro, Methasoft and PRC software systems, Accounting, and other systems to prepare presentations.
14. Assist with preparing regulatory reports (State and Federal).
15. Assist in coordination of Fiscal Budget Process coinciding with Title 28 and Title 30.
16. Perform internal reviews and audits of various operations of the LIBC to ensure compliance with Tribal Policies and to safeguard the assets of the Lummi Nation.
17. Analyze financial statements issued by Tribal Enterprises (For Profit and Non-Profit) to ensure compliance with tribal resolutions and policies.
18. Prepare and present as needed financial updates to the Health Commission, Budget Committee, LIBC, and Community in an easy and understandable manner.
19. Complete special projects as assigned and will review and analyze departmental output and associated applications.

MINIMUM QUALIFICATIONS:

- Bachelor degree in Accounting, Finance, Tribal Governance and Business Management (TGBM), Business Administration, Business Management, or related field; and
 - Five (5) years of experience in Accounting or Finance (AP, AR, Payroll) processing and reconciliation; and
 - Five (5) years of experience with AccuFund or similar accounting software; and
 - Five (5) years of experience in healthcare finance, or professional financial setting; **OR**
- Master's degree in Accounting, Finance, Business Administration, or related field; and
 - Three (3) years of experience in Accounting or Finance (AP, AR, Payroll) processing and reconciliation; and
 - Three (3) years of experience with AccuFund or similar accounting software; and
 - Three (3) years of experience in healthcare finance, or professional financial setting; **OR**
- Certified Public Accounting (CPA), Certified Management Accountant (CMA), or Certified Internal Auditor (CIA) designation.
 - One (1) year of experience in Accounting or Finance (AP, AR, Payroll) processing and reconciliation; and
 - One (1) year of experience with AccuFund or similar accounting software; and
 - One (1) year of experience in healthcare finance, or professional financial setting.
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

Interpersonal skills/contact

- Ability to clearly communicate complex financial information to persons with limited knowledge,

- Ability to interface successfully with governmental agencies, other tribes, departments, Directors, Commissions and Council,

Knowledge/Wisdom

- Ability to handle multiple tasks and meet deadlines.
- Possess advanced skills and knowledge of computerized accounting systems, including Accufund, PC Applications, and other financial systems utilized by the LIBC.

Organizational Impact

- Ability to mentor and teach Finance Staff, Program Directors, and other LIBC personnel how to properly perform specific financial functions when needed,
- Ability to communicate clearly, write clearly and possess excellent presentation skills to be used for Council meetings and other meetings when required,

Work Environment

- Ability to handle high stress situations.

REQUIREMENTS:

- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.