



Ho-Chunk Nation

Job Description



TITLE: Controller - Health		JOB CODE: CONH	
GOVERNMENT - EMPLOYEE		EEO: 1	PAY GRADE: 27
EXEMPT	FLEX	FUNDING SOURCE: IHS/3 rd Party Revenue	NATIVE AMERICAN PREFERENCE

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

As a key member of the Department of Health Finance Division management team, the Controller assists in developing and achieving the Department of Health’s strategic plan through proactive management of all accounting related functions within the Department. This includes duties related to revenue cycle management, expense control, asset management, establishing and monitoring internal controls, financial data analysis and reporting and coordinating activities for all internal and external audits. This position will oversee accounting functions at all Department of Health locations including the Ho-Chunk Healthcare Center, House of Wellness, and all satellite facilities.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Manages and directs all daily accounting functions; maintains financial records related to operations and services that are complete, accurate, available and in compliance with all legal, regulatory and policy requirements.
2. Actively seeks opportunities to improve financial outcomes on a daily basis; engaging staff in the process to promote continuous improvement of systems and processes in order to create efficiencies and better manage resources.
3. Prepare and deliver monthly financial reports and analysis to the Chief Financial Officer – Health, outlining progress towards meeting annual goals and variances in year-to-date budget targets.
4. Monitor Health’s investment funds and work with Department of Treasury staff to perform monthly verification of investment funding to/from the General Fund and assess investment strategies.
5. Assist CFO during the annual budget cycle; formulating the annual revenue projections for all Department of Health divisions to be used as a basis for analysis and approval at the CFO level of all Department of Health divisional operating budgets
6. Gather all necessary financial data for preparation and submission of the annual Medicare and Medicaid cost reports.
7. Serve as the liaison of the Department of Health in relations with the Ho-Chunk Department of Treasury as necessary for all finance related communications including internal and external audits.
8. Perform other duties as assigned by Supervisor.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Develops policy and strategic plans; Develops strategic plans and interprets policy; Implements operating plans
Supervisory Accountability	Supervises associates below supervisory level
Organizational Accountability	Manages work group within a sub-unit of a department
Financial Accountability	Approves expenditures; Monitors expenditures



Customer Accountability	Interfaces with officials and executives; Interfaces with outside customers
Freedom to Act	Operates with significant independence

MINIMUM QUALIFICATIONS

EDUCATION:

1. Minimum of a Bachelor's degree in Accounting, Finance or related field with GPA of 3.0 or better.
2. Preferred Master's degree in a relevant subject area such as Business with an emphasis in Finance or Health Care Fiscal Management.

ESSENTIAL:

1. No convictions for any felony or misdemeanor involving dishonestly or breach of public trust.
2. Preferred Certified Public Accountant or willingness to pursue certification.

EXPERIENCE:

1. Minimum of seven (7) years' experience in the accounting field.
2. Minimum of five (5) years' experience in healthcare and pharmacy finance.
3. Minimum of two (2) years' experience in management or supervisory level Finance roles.
4. Preferred experience with Indian Health Service operations, with emphasis in Tribal Self-Governance.
5. Preferred experience with Infor Lawson, NextGen and PioneerRx systems.
6. Experience with Federal and State grant funding, compliance requirements and financial reporting.
7. Experience with Medicare and Medicaid cost reporting requirements and submission timelines.
8. Experience in presenting financial information to Board of Directors or committee members.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Extensive knowledge of Tribal government structure and the Indian Health Service, with emphasis in Tribal Self-Governance.
2. Extensive knowledge of FASB and GASB standards for accounting and financial reporting.
3. Extensive knowledge and experience of Microsoft computer programs including Word, Excel, Outlook and other financial accounting systems.
4. Broad knowledge of HIPAA regulations, ability to maintain confidentiality and professional demeanor.
5. Possess advanced analytical ability in order to develop recommendations or solutions to solve complex problems and issues.
6. Possess advanced knowledge of healthcare and pharmacy third party billing and payment processing.
7. Possess the necessary hand dexterity for typing and writing for long periods of time.
8. Demonstrate creativity and flexibility.
9. Demonstrate effective managerial and healthcare administrative leadership skills.
10. Ability to work collaboratively across department divisions.
11. Ability to function independently and deal with multiple tasks or projects simultaneously.
12. Ability to perform in high-pressure situations and meet deadlines.
13. Ability to adapt to change and learn new programs or processes.
14. Ability to view computer screens for long periods of time.
15. Ability to demonstrate a commitment to quality and excellence.
16. Excellent communication and interpersonal skills to include the ability to negotiate and resolve conflicts and build teams.



WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. The Chief Financial Officer - Health ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

WORKING CONDITIONS

1. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and other electrical office equipment.
2. Ability to sit at a computer workstation for long periods of time (greater than 80% of the time) with intermittent standing and walking throughout an eight hour shift.
3. Travel may be required to meet operational needs or training requirements.
4. Any physical demands of the position should be listed on the Physical Demands Worksheet referenced.