

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION

P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT

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JOB ANNOUNCEMENT

TITLE: THHS FINANCE OFFICER
DEPARTMENT: Tribal Health & Human Services
SALARY: (\$31.40 - \$41.73) G 15-17/ S1-3
OPENS: May 13, 2024
CLOSES: May 24, 2024
CAREER STATUS: EXEMPT – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.

GENERAL PURPOSE:

The THHS Finance Officer will establish and implement financial management systems for the Tribal Health and Human Service department. This will include securing appropriate financial management software, developing systems to increase third party revenue. Will coordinate with THHS Director and Program Managers to formulate an annual third-party revenue distribution plan. Analyzes and recommends financial direction for Tribal Shares allocation, Contract Support negotiations, and modifications to the Annual Funding Agreements. *Approximately 70 % of this position is dedicated to oversight of financial management functions within the Business Office and Purchased and Referred Care program.*

The Tribal Health and Human Services department implements continuous quality improvement practices. Professional development is encouraged through a combination of work experience, self-study, formal training, and education. Career advancement is possible when advanced health care professional proficiencies, education, certifications; licensures are acquired and result in significant service delivery improvements and significant expansion of position responsibilities.

SUPERVISOR:

This position is supervised and evaluated by the Tribal Health and Human Services Director. The position supervises and evaluates the Business Office personnel as specified in position descriptions, applicable THHS policies, and the Tribal Personnel Manual.

THHS FINANCE OFFICER

Approved 5/9/24 DA3296

DUTIES AND RESPONSIBILITIES:

Analyzes of the Tribal Health and Human Services department's financial transactions; and reports financial information to the THHS Director and program managers to assist in making improved management and operation decisions. Identifies and purchases financial management software for the THHS Health Care Delivery System and Business Office accounts payable, receivable, and reporting functions.

Develops, implements, and updates a business office revenue cycle manual. This will include policies, guidelines, procedures and protocols to ensure consistent and timely processing of accounts receivable, and revenue forecasting.

Coordinates with THHS Director and Program Managers to formulate an annual third-party revenue distribution plan based on patient data, unmet funding need, and strategic planning.

Completes monthly bank reconciliation for PRC bank account and reports funding status to the THHS Director. Analyzes usage trends to project future funding availability for the patients claims.

Reviews of the THHS Manager's P-Cards each month and other staff that are under supervision.

Works with program managers on new funding opportunities, ongoing grants, budgets, and financial reporting.

Acts as a backup approver for the THHS Director in Laserfiche.

Implements quality improvement programs that will:

Incorporates best practices to ensure maximum reimbursements are generated for the Tribal Health and Human Services Department.

Ensures the THHS business office is eligible for and captures all available revenue for clinical services rendered by THHS providers. This includes Medicaid, Medicare, Veterans Administration, private insurance, and other financial resources.

Decrease the cost of doing business for Purchased and Referred Care services and other THHS programs. For example: Implementing 340 (b) RX plans and working with IHS providers to make referrals to contractors who adhere to Medicare Like Rates.

Establishes financial management reports and works with the THHS Director and program managers when budget modifications or corrective actions are needed. Ensure program operating expenses are not over and under spending within their fiscal year budgets. This position will coordinate THHS accounting functions with the designated Finance department program accountants. Provides financial information to the THHS Director and Managers for planning, organizing, and program management.

Coordinate accounting functions with each THHS program manager; however, the majority of work is dedicated to the Business Office and Purchased and Referred Care programs which generate the bulk of

THHS accounts payable and receivable activity. The RCM oversees Third Party Administrator (TPA) and billing contracts and provides status reports to the THHS Director. Evaluates claims processing, data entry, and personnel functions within the Business Office and Purchased and Referred Care Programs.

Work with the PRC staff to implement quality improvement projects to enhance both the processing of PRC payments to vendors; and billing for services rendered by THHS providers. This includes updating the business office operating policies, procedures, and protocols. Take corrective action as may be necessary and verify that corrective action directives have been completed to resolve instances of noncompliance.

Participate in THHS business office meetings with the Idaho Department of Health and Welfare, including the Tribes quarterly meetings and Tribal consultation meetings. Will seek and participate in PRC best practices and regulatory training.

Keeps up-to-date on proposed legislation and regulatory requirements and writes program policy to adhere to regulatory requirements impacting THHS business operations. Interfaces with tribal departments, state, local and federal agencies to obtain regulatory guidance. Reviews all THHS budget requests, modifications, accrual reports, grants and contracts; and obtains authorization from the THHS Director prior to submitting to the Finance department.

Will work closely with Indian Health Services, Health Information Management (HIM) office, which includes patient registration, medical records and benefits.

Writes monthly and annual reports on the overall financial health of the THHS programs. The RCM projects THHS department revenue for upcoming fiscal year operations.

Duties will include other financial management activities as needed to carry out the position scope of work.

Performance Standards

- Development and implementation of THHS financial management systems, policies, procedures, protocols.
- Supervision and management of the THHS business office personnel.
- Works as a team member, displays high level of effort and commitment to the Shoshone-Bannock Tribes service population.
- Motivates department personnel and peers toward future goals. Monitors and evaluates program performance and accomplishments; assesses overall effectiveness and efficiency of department finances.
- Demonstrates a commitment to continuous quality improvement and ensures up-to date technology and best practices are applied to position responsibilities.
- Participates and encourages staff to participate in continuous quality improvement, professional development, course work, and training opportunities to enhance service delivery and career development.
- Demonstrates excellent accounting and financial management practices.

- Provides quality services, shows understanding, friendliness, courtesy, cooperation, and politeness to all job contacts.
- Models' high standards of honesty and integrity in all matters relating to employment with the Shoshone-Bannock Tribes.
- Actively participates in self-study, formal training, and professional development to improve revenue cycle policies, procedures, and practices.
- Maintains a dependable record of attendance and reliability.
- Self-starter completes tasks in a timely manner and must possess the ability to work independently with little or no supervision.
- Ability to communicate clearly and concisely, both orally and in writing
- Compliance with THHS Policy Manual
- Compliance with Tribal Management Systems policies and procedures.
- Completes all mandatory THHS required training.
- Understands and executes applicable laws, regulations, resolutions, and policies.
- Ability to manage project timelines in a fast-paced work environment ensuring that deadlines are met.

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.

Responsible for modeling high standards of honesty and integrity in all matters relating to employment with the Shoshone-Bannock Tribes; and, are required as a condition of employment to conduct them self both on and off the job in a manner, that brings credit to the Tribal Government.

QUALIFICATIONS:

Minimum Education, Experience, and Qualifications (Grade 15):

Grade 15: Qualified applicants must have a bachelor's degree in accounting or finance from an accredited university or college and successful experience with health care accounting.

Preferred Education, Experience, and Qualifications (Grade 16 -17 Negotiable):

Grade 16: Must have a bachelor's degree in accounting or finance from an accredited university or college and successful experience with health care accounting; and be a Certified Public Accountant.

Grade 17: Must have a bachelor's degree in accounting and a Master's degree in accounting, finance, business, or healthcare from an accredited university or college and have successful experience with health care accounting.

Must have knowledge base needed to administer THHS financial management systems. Must have experience with quality improvement processes and be able to provide examples of such experience.

We are seeking applicants who have experience billing private health insurance, Medicaid, Medicare, and the Veterans Administration; and, reimbursement and collection procedures, PL 638 contracting regulations, pre-authorizations requirements, provider contracts, electronic billing systems.

Applicants must demonstrate a successful work history in positions where the following skills were applied: Computer based accounting systems, application of general accounting principles for government, OMB circular compliance, inventory control, and interpersonal business relations (people skills).

No felony convictions. The selected applicant will be hired provisionally pending the results of criminal and past employment reference checks.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes' Personnel Manual.

IMPORTANT APPLICATION CRITERIA

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at www.sbtribes.com. Applications can be sent via email to recruitment@sbtribes.com or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

Telephone calls are not accepted in place of an employment application or letter of interest.

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.