

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-19-125

Closing Date: Open until filled



POSITION TITLE: Accounting Specialist

DEPARTMENT: Finance

Position Summary:

Under general supervision of the Accounting Manager, the Accounting Specialist will be responsible for providing technical support to the Accounting Manager, Accounts Receivable Specialist, Accounts Payable Specialist, and Accounting Technician. Responsible to perform detailed financial analysis and tracking of all programs and/or divisions. Develops financial systems, and internal audit processes and procedures in accordance with departmental needs and standard accounting practices; manages and administers accounting functions; conducts departmental work simplification, including system development and analysis; and serves as the primary contact for departmental personnel regarding accounting practices. Upholds the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Provides technical support and guidance on the daily operation of the accounting operations and ensures that the staff adheres to WIHCC Policies/Procedures, Compliance Bylaws, AAAHC standards, Strategic Plan.
- Functions as a lead project team member for departmental work simplification, including system development and analysis that impact fiscal operations.
- Performs detailed analysis and tracking for all programs and/or divisions.
- Develops financial systems, streamlining internal audit processes and procedures in accordance with departmental needs and standard governmental accounting practices. Manages and administers all departmental accounting functions, as well as preparation of monthly, quarterly and annual financial reports.
- Participates in the audit. Assists internal and external auditors in locating and interpreting departmental account records.
- May process AP invoices, monthly departmental p-card transactions, service contracts, and purchase orders, or any combination thereof, in alignment with all relevant policies and procedures.
- Maintains liaison with other accounting staff to coordinate transactions, activities and procedures.
- Conducts periodic risk, financial, procedural and compliance audits both in the office and on-site.
- Makes recommendations and ensures compliance to improve internal financial controls.
- Prepares regular reports of audit results for executive leaders and managers; conducts meeting to discuss compliance, as needed.
- Maintains departmental accounts receivable and fixed asset ledgers, and prepares interdepartmental billings and statement invoices as necessary.
- Enters data. Maintains databases. Prepares spreadsheets, reports and other correspondence and written materials using available software.
- Collaborates with all staff (regular, part-time and seasonal) to develop and implement uniform financial procedures.
- Participates on committees and in professional development activities.
- May drive a Government Owned Vehicle or personal vehicle in the course of the work.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCC's Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

Must possess a Bachelor's degree with coursework in business or public administration, finance, accounting, or a field related to the work. A minimum of three (3) years of professional accounting experience required. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered

as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability

- Knowledge of principles, practices and concepts of accounting of General ledger, accounts payable, payroll, accounts receivable, property, and purchasing and risk management.
- Knowledge of applicable federal, state and local laws and regulations of Federal grant, federal finance system and contract administration, Medicare, Medicaid, private insurance (3rd party) revenue cycle and adherence to compliance.
- Knowledge of principles of public administration.
- Knowledge of research, data analysis and report preparation techniques.
- Knowledge of maintaining and reconciling accounting and financial records
- Knowledge of computer applications related to the work. Use computer operated accounting systems; specifically, windows office products, and oracle business software. Basic computer skills, e.g. Outlook, word, excel, PowerPoint.
- Knowledge of business mathematics, including basic statistical analysis techniques.
- Knowledge of standard office practices, including the operation of standard office equipment.
- Knowledge of interpreting, applying and explaining complex laws, policies and regulations of GAAP standards, federal grants and contract administration and cash management regulations sufficient to:
- Knowledge of setting priorities, coordinating multiple projects and meeting critical deadlines.
- Knowledge of using sound, independent judgment within established policy and procedural guidelines.
- Knowledge of preparing clear, concise and effective written materials. Maintaining accurate records and files.
- Knowledge of entering and retrieving information from a computer with sufficient speed and accuracy to perform the required work.
- Knowledge of establishing and maintaining effective working relationships with those contacted in the course of the work. Ability to establish and maintain positive relationships with supervisors and co-workers.
- Knowledge of conducting routine audits. Accept and learn from feedback. Communicate effectively both verbally and in writing. Provide exemplary customer service at all times.
- Extensive knowledge of Basic application of confidentiality. Be flexible and adaptable to the changing needs of the organization.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of duties and responsibilities of the position.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Ability to demonstrate strong work ethics in the workplace.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to effectively communicate both in written and verbal.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.