



THE PAIUTE INDIAN TRIBE OF UTAH

440 North Paiute Drive • Cedar City, Utah 84721 • (435) 586-1112 • (435) 867-2659 (fax)

POSITION TITLE: Staff Accountant

DEPARTMENT: Finance

SUPERVISOR: Chief Financial Officer

STATUS: Full-time, Exempt, Salary

SALARY: \$42,000+ (DOE)

DATE APPROVED: July 12, 2017

OPENS: July 12, 2017

CLOSES: until filled (may close early if enough qualified candidates are achieved).

JOB SUMMARY

Under the direction of Chief Financial Officer (CFO), the Staff Accountant is responsible for assisting the finance department with performing multiple duties related to the accounting functions of the organization within established deadlines.

ESSENTIAL JOB FUNCTIONS include, but are not limited to, the following:

1. Assists finance department with general ledger maintenance and managing day-to-day accounting activities.
2. Assists in closing the accounting records on a monthly basis. This includes reconciling all bank accounts and credit card statements in accordance to the financial management policy, performing month end journal entries and maintaining reconciliation records for all balance sheet accounts.
3. Assists in the preparation of Financial Statements financial reports, and special analyses monthly for health centers, department directors, administration and Tribal Council.
4. Maintains financial records systems in accordance with generally accepted auditing standards and accounting principles in coordination with the CFO.
5. Prepares budget to actual reports for all of the organizations funds on a monthly basis.
6. Assists with generating financial, statistical, and routine program reporting.
7. Assists with analyzing cash flow, cost controls, and expenses to guide program directors, administration and Tribal Council.
8. Assists in the development, implementation and organizational training on financial management policies and procedures.
9. Assist with developing departmental budgets and assist with training of staff.
10. Assist with various tasks as delegated such as preparation of schedules and support for our annual audit, data collection and analysis, process improvements, and accounting-related software implementation and improvement.
11. Oversees the business office on Patient Referred Care and insurance billing.
12. Assists in preparation of monthly health center reports and analysis to management which includes individual health center financial statements, Purchase Referred Care costs and referrals statistics, generated revenue reports and any other reports requested.

13. Provides assistance related to patient account issues, including unpaid PRC bill issues and patient statement issues.
14. Reconciles all health center payments within Athena on a daily basis, prepares supporting document for any overpayment and presents to management for approval
15. Reviews and enforces all policies and procedures regarding the health centers revenue cycle, including sliding fee policy and billing/collection policy.
16. Assists with additional financial projects assigned by the Chief Financial Officer as needed.
17. Other duties as assigned to support the efficient operation of the finance department.

GENERAL REQUIREMENTS:

- Must be over 21 years of age.
- Must possess a valid Driver License.
- Must be insurable through tribe's insurance.
- Must pass a pre-employment background investigation.
- Must pass a pre-employment alcohol/drug screening.
- The Tribe reserves the right to require an applicant to submit to and pass a physical examination prior to or contemporaneous with hiring. Refusal to submit to a physical examination may deem an applicant ineligible for the position.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree (BA or BS) from four-year College or University in accounting.
- Previous Accounting experience is preferred.
- Experience working in a health care setting is preferred.
- Experience with working with an Indian Health organization preferred.

Necessary Knowledge, Skills and Abilities:

- Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or government regulations.
- Ability to manage your own schedule and be able to keep up in a fast paced environment with many simultaneous projects.
- Knowledge of federal and state financial regulations, and financial policies and procedures.
- Thorough knowledge of computer programs: Word, Excel, PowerPoint, Publisher, Outlook, Internet programs and applications is essential in performing this job.
- Must be able to maintain complete confidentiality.
- Must be dependable.
- Ability to establish and maintain effective working relationships with all levels of the organization.
- Ability to manage and perform with a high degree of autonomy, organization, and adaptability.
- Must be able to write clearly and informatively.
- Must be able to communicate effectively with people of different managerial, socioeconomic, cultural, ethnic, and educational backgrounds.
- Must demonstrate friendly, service oriented and responsible attitude.
- Must be detailed oriented and able to multi-task various time-sensitive projects.
- Must be able to manage difficult or emotional situations in a calm manner.
- Must be able to work with integrity and be ethical in performing duties.
- Must maintain a professional appearance and demeanor.
- Must be able to follow policies and procedures and support goals and objectives.
- Must have excellent interpersonal, and verbal and written communication skills.
- Knowledge of the Native American community is helpful.
- Must be able to demonstrate respect for and awareness of Native American customs, traditions and socioeconomic needs.

- Must be willing to travel as needed.

The Paiute Indian Tribe of Utah is an equal opportunity provider and employer, subject to the federal laws, regulations and policies requiring or allowing Indian Preference Per Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended.

The duties listed above are intended only as illustrations of the various types of work that may be performed. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.