



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 164-20

OPENING DATE: 11/02/2020

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Accountant
PAY GRADE: E6 (\$21.92/hr. - \$31.78/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Health Services
REPORTS TO: Director, Administrative Services
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Maintains the accounting records of the Isleta Health Center, including Purchased/Referred Care and Diabetes program; performs comprehensive accounting and financial tasks specific to a health delivery system, in accordance with standardized accounting procedures and Generally Accepted Accounting Principles. Responsible for the accurate preparation and monitoring of financial books, records and financial reports to grantor agencies and management.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Responsible for cash management functions, prepares and distributes daily deposits for third party billing and other various payments.
- Maintains, organizes and downloads the PRC check register and third party billing lockbox images.
- Prepares and maintains journal entry of daily cash deposits.
- Maintains accounting schedule of all cash deposits in support of monthly and yearly reconciliations.
- Generates third party billing reports for monthly close of books; reconciles, and resolves any discrepancies prior to close of subsidiary ledgers.
- Maintains accounting schedules in support of monthly accounting entries.

- Reviews financial information maintained by the Billing and Purchased/Referred Care (PRC) departments for consistency and accuracy; provides feedback to each department for correction and updates to the subsidiary ledger transactions.
- Completes monthly journal voucher entry for cash, revenue and revenue adjustments for third party billing upon close of billing subsidiary ledgers; ensures timely submission of entries to the Treasurer's office for month end posting and report publication.
- Assures the weekly expenditure data file from the PRC fiscal intermediary is posted timely into the PRC subsidiary ledger.
- Maintains accounting schedule and check register activity in support of monthly accounting entries; reconciles PRC program expenditures to ending bank balance.
- Administers monthly reconciliation of asset, liability, funds balance, and revenue and expenditure accounts for all Billing and PRC department activity.
- Maintains and distributes budget status reports for all Isleta Health Center departments; in cases of discrepancies prepares an adjusting journal entry for properly stating the G/L accounts.
- Maintains and accounts for the fixed assets schedule in conjunction with the Treasurer's office.
- Prepares and distributes monthly and year-end financial reports for the program managers of the Isleta Health Center.
- Assists in the preparing annual operating budget for the Isleta Health Center.
- Prepares and reviews financial statements on a timely basis; submits the statements to management or any other necessary agency as required.
- Conducts special analytical review work on financial statements and grant awards as directed by the Director of Administrative Services or CEO.
- Maintains confidential information.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Accounting, Finance or related field.
- One year accounting working experience, preferably in an integrated health system.
- Must be able to pass a TB screening.
- Must provide written copy of immunization record prior to employment.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of Generally Accepted Accounting Principles (GAAP) and applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of financial control systems and methodology.
- Knowledge of laws, rules, and regulations that apply to fiscal operations.
- Knowledge of Resource Patient Management System (RPMS).
- Knowledge of billing requirements, Medicaid, Medicare, Worker's compensation and other insurance programs.
- Knowledge of medical terminology.

- Knowledge of CPT-4, ICD-9, HCPCS and CDT coding.
- Skill in operating various word-processing, spreadsheets, database and accounting software programs in a Windows environment.
- Skill in statistical compilations and analysis.
- Ability to communicate effectively both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying cultural and social backgrounds.
- Ability to analyze, compare and interpret facts and figures.
- Ability to analyze financial information and draw logical conclusions.
- Ability to prepare complex, accurate financial statements and reports.
- Ability to read, comprehend, explain and apply laws, regulations, policies and procedures.
- Ability to work with mathematical concepts such as probability and statistical reference.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is generally performed in an interior/clinical setting with a minimal noise level.
- Employee may be exposed to unpleasant odors, bodily fluids, blood borne pathogens, hazardous material and infectious disease.
- Situations occur where surgical masks, safety goggles, gloves and protective face shields are needed.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.