



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 061-23

OPENING DATE: 03/10/2023

CLOSING DATE: 03/24/2023

POSITION: Director, Administrative Services

POSTED: IN/OUT

PAY GRADE: E12 (\$38.83/hr. - \$56.30/hr.)

FLSA STATUS: Exempt

POSITION TYPE: Full Time

FUNDING SOURCE: Grant Funded

DEPARTMENT: Health Services

REPORTS TO: CEO, Health Services

BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Achieves the Isleta Health Center goals and objectives by providing leadership in the development of financial and administrative policies and procedures; oversees the financial, billing, accounting, budgeting, and related administrative operations of the Isleta Health Center.

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:

- Manages the financial status and business operations of the Isleta Health Center and other health programs.
- Establishes through development and implementation; policies and procedures related to the Health Center's financial and accounting operations.
- Manages patient and third party billing operations and collection processes to maximize revenues.
- Ensures the procurement of external health services at competitive prices.
- Coordinates preparation of health program budgets; monitors health center and program expenditures to prevent budget over runs; initiates general ledger adjustments as needed.
- Oversees the internal aspects of accounts receivable and accounts payable processes to assure accuracy and timeliness.
- Administers the internal aspects of the procurement process and ensures department compliance with POI procurement policies and procedures.

- Coordinates and/or directs the preparation of Medicare/Medicaid cost reports and related documentation.
- Safeguards the financial assets and well-being of the Health Center.
- Coordinates fixed asset inventory, depreciation and replacement acquisitions.
- Provides fiscal planning to assist in balancing needs and available resources of the Health Center.
- Prepares for financial audits, facilitates their conduct and responds to concerns or findings.
- Manages department budget; coordinates financial and budget activities for maximum operational efficiency.
- Plans, directs, and monitors business operations productivity and quality goals.
- Creates policies and procedures for staff, to ensure consistency and adherence to department goals.
- Hosts regular staff meetings to ensure communication among staff regarding financial and administrative services and activities.
- Maintains current working knowledge of trends in financial and accounting health management.
- Prepares and presents reports on the status, activities and plans for current and future operations; keeps leadership and other departments informed of status of the Health Clinic's financial and administrative activities by attending meetings and submitting reports.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Acts as principal liaison with Tribal Treasurer's Office and CFO.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Manages professional and support staff; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Hires, evaluates, disciplines and develops professional and support staff.
- Coordinates training, orientations and continuing education of staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Accounting, Finance or related field.
- Five years progressive work experience in health care operations including two years supervisory experience.
- Master's Degree preferred.
- 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 applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of budget preparation.
- Knowledge of accounting principles and the ability to apply to a health care organization.

- Knowledge of the provisions of P.L. 93-638, Indian Self Determination and Education Assistance Act.
- Knowledge of JCAHO and related accreditation and certification requirements.
- Knowledge of Medicaid, Medicare, and commercial billing procedures.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in making effective decisions in emergency situations.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to work various schedules and extended hours.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to provide effective customer service.
- Ability to create and present effective speeches and presentations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to make solid decisions and exercise independent judgment.
- Ability to maintain confidentiality.

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 moderate noise level.
- Frequent interaction with the public.

PREFERENCE:

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