



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 065-25

OPENING DATE: 05/20/2025

CLOSING DATE: 06/04/2025

POSTED: IN/OUT

POSITION: CFO, Health Services
PAY GRADE: L2 (\$55.53/hr. - \$83.30/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Health Services
REPORTS TO: Governor
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Develops and implements the strategic financial plan and annual operation/capital budgets. Provides fiduciary leadership towards the improvement of the Department of Administrative Services healthcare delivery system, including strategy, strategic goals, and objectives in accordance with all applicable tribal, state, and federal rules and regulations. Adheres to all established clinical legal, regulatory, and POI policies and procedures. Oversees and maintains all IHC financing and accounting operations and processes.

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:

- Develops and implements long term and short term strategic plans, goals and objectives in conjunction with the Chief Executive Officer (CEO).
- Recommends and co-develops proposed policies or policy revision with Director of Administrative Services for approval.
- Analyzes legislative, regulatory, policy and other industry changes; provides briefings to Tribal Council, Governor and Health Board.
- Ensures compliance with fiscal policies of the Health Center; recommends and directs the implementation of policies concerning budget and fiscal operations that provide sound business and fiscal management.
- Develops and prepares financial analysis of new programs, acquisitions, and business development; revenue management; preparation of financial statements in accordance with

financial management and techniques appropriate to the health care industry; oversight of disbursements and receivables processes; oversight of patient financial processes.

- Ensures that the Health Department has a systematic plan to improve, assess and monitor the quality of the Center's management of revenue.
- Recommends yearly budget for Tribal Council approval and prudently manages IHC's resources within established guidelines; achieves the financial objectives of the organization by exercising control and implementation over the budgetary processes of all programs, facilities and capital budgets.
- Establishes and maintains effective communication systems both within the Health Center and with various constituencies outside the department including; community agencies, federal, state and local agencies.
- Serves on the Health Board to facilitate financial strategic planning.
- Maintains current working knowledge of trends and legislation in community healthcare.
- Proactively advises and educates IHC leadership and Tribal Governor on all aspects that financially impact IHC operations.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Provides input for the POI annual audit.
- Ensures documentation are accurate and in compliance with government regulations.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Increases management's and staff effectiveness by recruiting, selecting, orienting, training, coaching, counseling, and disciplining department director/management.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Master's Degree in Accounting, Finance, or another related financial field.
- 3 years of high-level professional healthcare finance or accounting experience in an ambulatory, hospital, or large medical group.
- 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 provider billing practices and understanding of healthcare reimbursement methodologies.
- Strong understanding of related auditing and compliance functions, practices, principals, and procedures in the healthcare setting.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of finance, budgeting, accounting and cost control procedures.
- Knowledge of the interrelationships and interdependencies among various medical and administrative services and programs within Native American communities.
- Knowledge of the provisions of P.L. 93-638, Indian Self Determination and Education Assistance Act.

- Knowledge of AAAHC and related accreditation and certification requirements.
- Skill in coaching and consulting management and executive level employees.
- Skill in operating various word-processing and database software programs in a Windows environment.
- Skill in making effective decisions in emergency situations.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to work independently and meet strict time lines.
- Ability to create and present effective speeches and presentations.
- Ability to make solid decisions and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.

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.
- Employee will 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.
- Frequent interaction with the public.

PREFERENCE:

- Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.
- Prior experience working with in Indian Health Services (IHS), a Tribe or Tribal Organization.