



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2024-032  
HEALTH & HUMAN SERVICES  
CHIEF FINANCIAL OFFICER

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<b>Position Title:</b>	Chief Financial Officer	<b>Pay Level:</b>	D.O.E.
<b>Position Open Date:</b>	5/6/2024 – Until Filled	<b>Classification:</b>	Exempt
<b>Position Status:</b>	Full-Time	<b>Location:</b>	Health & Human Services
<b>Supervisor:</b>	JHHS Director		

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**POSITION SUMMARY:**

Provide leadership, direction, and management of the Fiscal Department. Key member of executive team providing leadership and direction for the organization. Responsible for all fiscal functions of the organization. Responsible for compliance with all funding agencies' regulations. Responsible for all fiscal compliance coordination for the organization. Supervises and manages select organization programs.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION & EXPERIENCE:**

Master's degree in accounting, finance, or a closely related field; AND at least ten (10) years of Management and Director-level supervisory experience with a healthcare focus. Certified Public Accountant status preferred.

**REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver's License  
Background Investigation

## **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office and setting; agility and dexterity to use standard office equipment; stamina to sit and stand for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

## **ESSENTIAL FUNCTIONS:**

- Serves as leadership's principal advisor on financial matters and directs program wide policy formulation on all financial matters pertaining to the overall organization, execution and coordination of the accounting, budgetary and related financial activities and functions of the component served.
- Confers with the Director and all other Division Heads on important financial problems encountered and implements or recommends administrative actions to achieve desired financial goals and objectives within the framework of established organizational policies.
- Will recommend policy changes to the Director and senior leadership to effect improvements in standardized systems and assure that fiscal transactions are compatible with requirements of the Pueblo of Jemez, JHHS, Title V, and CMS regulations.
- Will be responsible for the preparation of accurate and timely financial statements displaying the financial position of the organization as well as meeting POJ financial reporting requirements.
- Responsible for the supervision and control of all facility fiscal functions to include accounting, budgeting, voucher auditing, partnership agreements and billing/auditing.
- Participate in the development of JHHS's Strategic Planning and successful implementation of plans and programs approved by the Health Board and Tribal Council.
- Work closely with the Pueblo of Jemez Finance Director to ensure coordination, accuracy and timeliness of financial information and processes.
- Providing leadership, direction, and management of the finance and accounting team.
- Providing strategic recommendations to the Director of JHHS and members of the Senior Leadership team.
- Managing the processes for financial forecasting and budgets and overseeing the preparation of all financial reporting.
- Advising on long-term business and financial planning.
- Providing insight and leadership across the business to exceed business plan targets. Establishing and developing relations with senior leadership and external partners and stakeholders.
- Embedding an operational risk management framework.
- Developing financial strategies by forecasting capital, facilities, and staff requirements; identifying monetary resources; and developing action plans, in collaboration with the senior leadership team.

- Ensures that the Title V Self-Governance compact is adhered to by the Tribe and IHS and protects IHS funds from misuse.
- Directs and manages accounting and reporting activities of JHHS to include appropriate coordination and reconciliation of financial information, and preparation of financial statements and schedules as needed.
- Evaluates financial internal controls; directs improvements as necessary, including opportunities for education and awareness for employees.
- Manage JHHS processes of preparation and transmittal of financial data, ensuring accuracy of financial data and potential areas of process improvement.
- Helps managers plan capital budget expenditures. Assist managers in formulating annual budgets for their program.
- Coordinates and facilitates needs of JHHS audit-related projects including day-to-day communication with outside parties (to include response and resolution of audit issues or concerns).
- Provides leadership to JHHS on existing vendor relationships and potential areas of improvement in controls, service and/or cost savings; negotiates with third parties as needed.
- Ensures that Lock-Box account(s) are monitored and reconciled to Business Office records and performance of the Lockbox is consistent with Banking Agreement. Communicates with bank representatives as needed.
- Directs IT Planning needs; provides leadership on upgrades, enhancements and system evaluations including vendor negotiations.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and public.
- Other duties as assigned.

### **REQUIRED KNOWLEDGE AND SKILLS:**

Knowledge of:

- Knowledge of Revenue Cycle Management regarding Medicaid, Medicare, CHIP and Private Insurance billing requirements.
- Working with P.L. 93-638 organizations (Title I or Title V).
- Knowledge of Performance improvement methodologies.
- Knowledge of general theories, concepts, principles, techniques, and philosophies of managing and providing health care functions including outpatient care services, administrative services, and community health services to develop and maintain programs.
- Knowledge of budget preparation and fiscal management. Must be able to combine, consolidate, and integrate all financial presentations of the organization.
- Revenue Cycle Management knowledge required.
- Grants management knowledge required.
- IHS or tribal health knowledge preferred.

Skill in

- Uses critical thinking and problem-solving skills effectively.
- Skill in analyzing, reviewing, and evaluating program(s) for the purpose of identifying needs, priorities, and deficiencies.
- Must have ability to communicate with people and organizations, both orally and in writing.
- Demonstrates ability for complex decision making.
- Ability and skill in supervising and leading employees.
- Self-directed.
- Ability to organize and prioritize tasks.
- Ability to work as a member of a team.
- Strong organizational skills.
- Proficient in Microsoft Office.
- High competency in Excel required.
- Change-agent embraces new technology.
- Excellent verbal and written communication (including documentation) skills.
- Excellent interpersonal communication and conflict resolution skills.
- Exceptional customer service skills.
- Must possess extremely strong human relation skills.

**To apply for the position posted, please apply as follows**

**Send;**

**Pueblo of Jemez Job Application**

**To;**

**[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)**

**Or;**

**Pueblo of Jemez-Attention Human Resources Department**

**PO Box 100**

**Jemez Pueblo, NM 87024**