



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2024-071  
JEMEZ HEALTH & HUMAN SERVICES  
FINANCIAL ANALYST

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<b>Position Title:</b>	Financial Analyst	<b>Pay Level:</b>	\$32.18 – \$48.27
<b>Position Open Date:</b>	9/18/2024 – Until Filled	<b>Classification:</b>	Exempt
<b>Position Status:</b>	Full-Time	<b>Location:</b>	Health & Human Services
<b>Supervisor:</b>	Chief Financial Officer		

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**POSITION SUMMARY:**

Responsible for performing complex professional-level financial, budgetary, administrative, organizational, systems and related analytical work for the Jemez Health and Human Services Department programs and services including the tribal operated Federally Qualified Health Center (FQHC) and HRSA designated Community Health Center.

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:**

Bachelor's Degree in business administration or a closely related field; OR four (4) years of professional experience in budget development and administration and/or cost and revenue projection and control.

**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 setting and use standard office equipment; stamina to sit 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:**

- Consults with the Director, Executive Staff and Managers regarding financial matters and interpretation of financial data regarding Jemez Health and Human Services operations.
- Reviews the financial implications, various administrative policies, proposed projects, new programs, changes to programs, grant budgets and other agreements affecting Jemez Health and Human Services spending.
- Works with senior executive staff and program managers to prepare the yearly Jemez Health and Human Services budget for P.L. 93-638 Self-Governance Compact, HRSA Section 330, and other grants used to fund the Jemez Health and Human Services operations; presents annual budgets to the Health Board and the Tribal Council for approval.
- Assists the Purchased Referred Care supervisor and staff to conduct contracting with frequently used providers to receive discounted fees for PRC Native American patients.
- Reviews Jemez Health and Human Services financial spreadsheets from the Finance Department for accuracy and explanation of any large or questionable deposits or expenditures.
- Works with Medicare and Medicaid contractors to ensure provider agreements are current; submits new requests for any provider agreements as required; submits quarterly credit balance reports to Novitas, the Medicare Fiscal Intermediary.
- Works with CPA firm and the Finance Department staff to gather and submit all information required to submit the annual FQHC Cost Report.
- Coordinates with supervisors for Patient Registration, Benefits Determination, Purchased Referred Care, and the Business Office to be ready for new contracts, insurance plans, and changes to existing payer plans.
- Works with the supervisors for the Business Office, Purchased Referred Care and Patient Registration units to monitor adherence to all compliance and confidentiality guidelines including HIPAA, CMS, HHS, Medicare, Medicaid, and HRSA Section 330 as applicable.
- Discusses and assists PRC supervisor and staff with decisions regarding the work being done by the PRC Fiscal Intermediary; monitors and replenishes checking account; delivers new provider contracts to be loaded by FI; receives and reviews monthly activity reports.
- Works with Business Office supervisor and staff to determine when and if third party payers need to be questioned on their decisions of payment.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

## **REQUIRED KNOWLEDGE AND SKILLS:**

Knowledge of:

- Principles and practices of budget development and administration.
- Principles and practices of program development and administration.
- Principles of general and fund accounting.
- Data sampling and statistical analysis techniques.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar, and punctuation.
- Computer applications related to the work.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds, in person and over the telephone.

Skill in:

- Interpreting, explaining, and applying requirements, rules and regulations related to budgeting, expenditure and revenue projection, cost controls and contract administration.
- Interpreting, explaining, and applying principles and practices of public agency budgeting, cost and revenue projection, revenue control and contract administration.
- Assisting departments in developing goals, objectives, performance measures and procedures.
- Compiling and reviewing budget figures for completeness, accuracy and compliance with policies and procedures and compiling budget documents for distribution.
- Preparing timely and accurate financial and operational analyses and plans.
- Maintaining accurate financial, budgetary, and cost control records and preparing accurate and timely reports.
- Using initiative and independent judgment within general policy guidelines.
- Working independently in standard work situations.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Using tact, discretion, and prudence in dealing with those contacted in the course of the work.

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

**Send;**

**Pueblo of Jemez Job Application**

**To;**

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

**Or;**

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

**PO Box 100**

**Jemez Pueblo, NM 87024**