



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER**
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

Telephone: 715-638-5100
Administration Fax: 715-634-6107
Medical Records Fax: 715-634-2740

Position: Finance Director

Location: Lac Courte Oreilles Community Health Center

Hours: 8:00am – 4:30pm Monday - Friday

Salary Range: Negotiable

Posting Date: May 31, 2018

Closing Date: Until Filled

Description of Position:

Provides financial leadership to maximize third party billing for the Lac Courte Oreilles Community Health Center on a continuous basis. Work activities of the Clinic's Finance Director include direct supervision of Finance, Patient Registration / Scheduling / Check-in, Benefits Manager and PRC staff. The Finance Director will provide leadership, direction, and technical expertise in the planning, development, implementation, and evaluation of financial services including accurate data and record keeping. Will carry out any additional tasks or special projects assigned by the Health Director.

Qualifications

- Bachelor's Degree required in Business or Finance.
- Master's Degree highly preferred.
- Indian Health Service experience preferred.
- At least 4 years of supervisory experience required including staff assessment and coaching.
- Possess computer and software knowledge; must have MS office experience and Health Billing Experience.
- Possess strong oral presentation skills.

- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.
- Must have 4 years of demonstrated experience in budget preparation, oversight and reporting.
- Must have demonstrated Medicare and Medicaid billing experience along with ICD 9 & 10 and CPT experience in compliance with CMS regulations.
- Must pass background check.
- Must pass pre-employment drug test and random drug testing.
- Must have valid WI driver's license and insurance.

Major Duties and Responsibilities:

1. Prepare and file financial information so that outside agencies can review, manage, and audit data accordingly.
2. Prepare or direct preparation of budgets, financial statements, business activity reports, financial position forecasts, annual budgets, or reports required by regulatory agencies.
3. Supply all departments with monthly operating statements and provide guidance in the use of financial management procedures.
4. Hold regular meetings with all Directors to review and develop fiscal management.
5. Assist employees performing financial reporting, accounting, billing, collections, payroll, and budgeting duties.
6. Delegate authority for the receipt, disbursement, banking, protection, and custody of funds, securities, and financial instruments to ensure separation of duties.
7. Maintain current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards. Also monitor (weekly/monthly) the collection of insurance and demographics.
8. Submit monthly report of all cost centers.
9. Conduct or coordinate audits and/or monthly monitors of company accounts and financial transactions to ensure compliance with state and federal requirements and statutes.
10. Receive, record, and authorize requests for disbursements in accordance with company policies and procedures only as funds permit.
11. Monitor and evaluate the performance of accounting and other financial staff, recommending and implementing personnel actions, such as promotions, corrective actions and dismissals.
12. Works closely with the Health Information Manager and Coder to ensure proper documentation and coding maximizes care and 3rd party billing capabilities.
13. Reporting of Adverse Incidents.
14. Supervises all billing staff in every Health Center Department to ensure standards are maintained for collection of patient billing information.
15. Participate in "Incident Command" as directed by management.
16. All other duties assigned by the Health Director.

Supervision and Guidance:

The Finance Director will work under the direct supervision of the Health Director.

***Applicants for employment with the Health Center must submit with the application form additional documents including the following:**

Letter of Interest

Resume

Credentials

Proof of all stated qualifications

Three (3) Letters of Recommendation

Academic Transcripts

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center
Human Resources
13380W Trepania Road
Hayward, WI 54843
715-638-5132
715-638-3107 FAX

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American preference will be given to candidates of equal or comparable qualifications.

Updated 05/31/2018

Posting may be subject to revision

