

Echota Behavioral Health

A Keetoowah Company

Traditional. Historic. Cultural.

UKB Corporate Board

**JOB DESCRIPTION**

**Job Title:** Finance Manager

Organizational Unit: UKB Corporate Board

Supervisor: CFO

Status: Salaried

SALARY: $65,000 - $90,000 - Based on experience

**JOB SUMMARY:**

Echota Behavioral Health is growing, and we are looking for a leader who can assist in guiding the financial systems that empower us. We are searching for an experienced finance manager to join our team and help keep our finances positioned for continued success. The finance manager will have a day-to-day, ongoing impact on company operations, helping us to analyze, strategize, and grow our financial position. This seasoned strategist will not only understand current accounting practices and trends but also have the ability to help lead by quickly adapting to change, whether it is through growth or reduction. The finance manager will be comfortable in a leadership role that requires clear and effective communication skills.

**Job Duties:**

* Assists CFO with setting all goals and objectives for the department.
* Prepares monthly performance statistics and communicates with executive team and departmental directors.
* Responds to any/all data request in a timely manner.
* Works closely with the grant project directors to create budgets that align with their project goals.
* Works closely with the medical billing department to ensure the timely and accurate reconciliation of all claims billed.
* Attend meetings for company as required.
* Assist with the closing processes and budgetary monitoring, review various reports to ensure data accuracy, and make recommendations as discrepancies occur.
* Assist with the research of complex accounting issues and make recommendations to CFO.
* Reviews service contracts, grants, as well as other documents and recommends changes as necessary.
* Evaluates and makes recommendations about financial policy, risk management, and internal controls.
* Assists with systems implementations, upgrades, and data security.
* Makes recommendations regarding performance metrics and assists with the establishment of corrective measures where needed.
* Assist with and make recommendations in relation to policy development and establishment.
* Ensures the compliance of policy and procedures in relation to all financial matters.
* Work with CFO to ensure timely delivery of reports for auditing and tax purposes.
* Assists with creation and monitoring of budgets, forecasts, company billing, auditing, payroll, purchasing, and insurance activities for the organization.
* Assuring legal and regulatory documents are filed and monitoring compliance with all laws and regulations.
* Assisting to Identify and address financial risks and opportunities for the company.
* Makes recommendations regarding strategic plan development and oversight.
* Other duties as assigned by supervisor.

**MINIMUAL QUALIFICATIONS FOR CONSIDERATION:**

* A bachelor’s degree in business, accounting, or a related field that includes managing accounting controls, finance, or strategy, and/or auditing and at least 3 years’ experience in a management position.
* Knowledge of federal program practices, policies, and functions for all administrative procedures
* Strong understanding of advanced accounting, regulatory issues, tax, and audit planning
* Experience with federal preventative and treatment grants preferred.
* Experience with Payment Management System preferred.
* Ability to understand new issues quickly and make wise decisions.
* Initiative-taking with effective communication and critical thinking skills.
* Ability to work professionally with sensitive, proprietary data & information while maintaining confidentiality.
* Background in healthcare finance preferred.
* IHS or tribal health knowledge preferred.
* Excellent leadership skills with steadfast resolve and personal integrity.
* Strong organizational skills and superior attention to detail.
* Must work well under pressure while multi-tasking in a demanding environment.
* Must pass criminal background investigation, and reference inquiry.

**UKB and Tribal preference applies.**

**Job description is subject to change.**

EMPLOYEE SIGNATURE & ACKNOWLEDGMENT PAGE:

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Employee’s Signature Date

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Supervisor’s Signature Date