



Klamath Tribal Health & Family Services

3949 South 6th Street
Klamath Falls, OR 97603

Phone: (541) 882-1487 or 1-800-552-6290
HR Fax: (541) 273-4564

OPEN: 01/30/23
UNTIL FILLED

EXEMPT X
NON-EXEMPT

POSITION DESCRIPTION

POSITION: SENIOR ACCOUNTANT/MANAGER

RESPONSIBLE TO: Health Finance Officer

SALARY: Step Range: 31 (\$66,895) – 50 (\$117,301); Full Benefits

CLASSIFICATION: Professional, Regular, Full-Time

LOCATION: Klamath Tribal Health & Family Services
3949 South 6th Street
Klamath Falls, OR 97603

BACKGROUND: Comprehensive

POSITION OBJECTIVES

The Senior Accountant/Manager is responsible for the supervision, organization, and direction of the daily financial accounting and reporting, activities related to grants, contracts and agreements. The primary purpose of the Senior Accountant/Manager will be to support the Finance Department in the specialized area of general ledger, audit, bank accounts, intra-fund transfers and property records. This position is responsible for various day to day accounting activities including, and not limited to budget monitoring, payroll allocations and financial statement compilation as well as supervision of Finance Team members. The person in this position must have a broad level of understanding of financial management, processes, practices, and fund accounting.

MAJOR DUTIES AND RESPONSIBILITIES

1. Ensure compliance with required policies, procedures, rules, regulations, and internal controls within the Finance Department.
2. Reconcile all general and grant ledger accounts relative to all expenditures, revenue, and obligations for all assigned programs, by analyzing and investigating various

types of errors and interpreting the account expenditures and balances of funds available. Use the data received from all financial systems to produce accurate and complete information for grant and internal reporting. Create a variance analysis for Health Finance Officer review. Assist program managers in analyzing financial reports.

3. Review financial reports and accounts and write adjusting entries when necessary. Post general journal entries into the accounting system on a monthly basis.
4. Supervise the Finance Department Support Staff and daily transactions, including accounts payable, payroll, general ledger and bank reconciliations.
5. Provide guidance to other staff members in detecting reoccurring problem areas within the overall accounting system. Assist in areas where staffing shortages may exist, by performing comparable duties of a similar or related nature, as needed.
6. Develop and implement financial policies and procedures necessary for all KTH&FS program operations; to provide for proper control and to safeguard assets.
7. Review and sign off on accounting transactions as the Finance Department approval signature.
8. Ensure accuracy on all tax forms and annual tax returns prepared by the Finance Department.
9. Assist the Health Finance Officer in preparing and reviewing annual budgets with involvement of program managers. Enter annual and revised budgets per department and fund into accounting system.
10. Monitor budget balances and resolve any problems with the budget division by preparing budgetary documents for allocations, transfers, increases, decreases, and corrections for the grant and budget line items belonging to the programs assigned.
11. Review posting of cash receipt and payroll journal entries into the accounting system on a monthly basis.
12. Ensure acquisitions are recorded correctly and reconciled to the general ledger on a monthly basis.
13. Prepare schedules; such as expenditures, cash and liabilities in preparation of the annual audit, and record revenue from all funding sources. Assist the Health Finance Officer with investigating, documentation and resolutions to audit findings.
14. Analyze information on an as-needed basis for all assigned programs. This includes accessing all systems for the financial, budget, and payment information as needed

by supervisors, peers, program staff, auditors, and county staff producing accurate auditable data by creating and sharing procedures and desk manuals.

15. Perform independent checks on work performance within the Finance Department by reviewing daily work processed by all accounting positions on a random basis to ensure internal verification. Report findings to Health Finance Officer.

16. Analyze information on an as-needed basis for all assigned programs. This includes accessing all systems for the financial, budget, and payment information as needed by supervisors, peers, program staff, auditors, and county staff producing accurate auditable data by creating and sharing procedures and desk manuals.

17. The incumbent will be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

The Health Finance Officer is the immediate supervisor and assigns, monitors, and evaluates the quality of all work within the Finance Department. The Senior Accountant/Manager supervises the Finance Department Support Staff.

The Health Finance Officer outlines the overall Tribal Health Finance Department and I.H.S. program objectives and priorities, time limits, and the financial and personnel resources available. The Senior Accountant/Manager plans and schedules recurring work, handles problems, and completes work using one's own initiative, exercising judgment according to previous training, experience, and instructions exercising professional applicability. Ensures deadlines are met. Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, and compliance with laws, regulations, policies and procedures.

KNOWLEDGE, SKILLS, ABILITIES

Thorough knowledge of accounting principles and practices, including a broad level of understanding of accounts payable, payroll, accounts receivable, property, purchasing, and risk management.

Knowledge of federal grant and contract administration with a thorough knowledge of fund accounting.

Clear understanding of Generally Accepted Accounting Principles (GAAP).

Knowledge and ability to use computerized accounting and budget systems, and Excel spreadsheets.

Experience working with Medicaid and Medicare and cost reporting as well as identifying key performance measures.

Knowledge of the budgetary process with the ability to compile, monitor, analyze and prepare reports.

Knowledge of the auditing process with the ability to complete audit schedules, such as account analysis and reconciliations.

Ability to make management decisions requiring independent judgment and to identify and refer issues that require the Health Finance Officer's attention.

Ability to communicate clearly with staff, federal, state and local government officials and the general public; both orally and in writing.

Must possess the ability to provide direct supervision to employees working under deadlines and with high volume workloads.

Must possess the ability to function under pressure of time and/or demands of several tasks at once by organizing and prioritizing workloads.

Ability to work an irregular schedule at times, in order to meet deadlines. Must be able to work some evenings, weekends, and travel on occasion.

Ability to maintain **strict confidentiality** of information.

Ability to maintain strict confidentiality of medical records and adhere to the standards for health record-keeping, HIPAA and Privacy Act requirements.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a Bachelor's Degree with accounting focus **OR** CPA license. (Must submit Degree or transcripts and/or copy of license with application.)
- **REQUIRED** to have three (3) to five (5) years of experience in the Accounting field; past experience or training must demonstrate the understanding and knowledge of accounting methods and functions as outlined in the major duties and responsibilities and knowledge, skills and abilities section of this position description.
- **REQUIRED** - Thorough working knowledge of accounting principles and practices, federal grant and contract administration and cash management regulations, Generally Accepted Accounting Principles (GAAP), and Government Accounting Standards Board (GASB) is preferred.

- **REQUIRED** – Two (2) or more years of supervisory experience.
- **REQUIRED** to have two (2) years of experience in computerized accounting and budget systems.
- **REQUIRED** to be fully vaccinated against the COVID-19 virus or have a valid medical or religious exemption as a term and condition of employment.
- **REQUIRED** to submit to annual TB skin testing and adhere to KTHFS staff immunization policy in accordance with the Centers for Disease Control immunization recommendations for healthcare workers.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept the responsibility of a **mandatory reporter** in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

- Preferred accounting experience in a health-related setting.

Indian Preference:

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit a Klamath Tribal Health & Family Services ***Application for Employment*** with all requirements and supporting documentation to:

Klamath Tribal Health & Family Services
ATTN: Human Resource
3949 South 6th Street
Klamath Falls, OR 97603
jobs@klm.portland.ihs.gov

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.