



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2025-050
JEMEZ HEALTH & HUMAN SERVICES
CLINICAL FINANCE OFFICER**

Position Title: Clinical Finance Officer
Position Open Date: 6/18/2025- Until Filled
Position Status: Full-Time
Supervisor: JHHS Director

Pay Level: \$128,664.58-\$214,440.97
Classification: Exempt
Location: Health & Human Services

POSITION SUMMARY:

Under the guidance and supervision of the Jemez Health and Human Services (JHHS) Director, assists in the internal budget formulation and revenue cycle management operations, payroll, budget endorsements, financial reconciliation and fiscal control of all grants and contracts in support of this organization. Perform fiscal liaison, technical assistance, and/or consulting activities as time allows. Works in collaboration with the Pueblo of Jemez Finance Department.

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 Accounting, Finance, OR a related Financial field; Master's degree preferred; Five or more years of previous progressively responsible practical experience in financial accounting and planning for a medium sized organization, preferably a non-profit or governmental organization and/or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- Proven experience in healthcare billing, including Medicaid/Medicare and Private Insurance.

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 clinical setting; agility and dexterity to use standard office and medical 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, hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Responsible for managing and coordinating all fiscal budgets and grant funds for the organization including revenue/expense, balance sheet reports, reports to funding agencies, development monitoring of organizational, and contract/grant budgets.
- Responsible for overseeing the JHHS's third-party billing practices to insurance companies for the clinic services, negotiating third-party contracts for clinic services, and working with other administrative staff to ensure provider productivity and sustainable revenue generation.
- Confirms the processing of credentialing and provider enrollment applications, initial, and reenrollment status with all Medicaid, Medicare, and Commercial Payors.
- Conduct monthly analysis of Medicare/Medicaid/third Party Payers.
- Responsible for submitting the preparation and annual documentation for the accompanying reports: Medicare Cost Report, Reconciliation Report; Indirect Cost Report; Uniform Data Report.
- Provide the Director with an operating budget and ensures programmatic success through cost analysis support, compliance with all contractual and programmatic requirements.
- Ensures all purchasing and payroll activity for staff and participants adheres to local, state, and federal guidelines and approved JHHS policies.
- Develops and maintains systems of internal controls to safeguard financial assets of the organization and oversee federal awards and programs.
- Oversees the coordination and activities on independent auditors ensuring all A-133 audit issues are resolved, all 403(b) compliance issues are met, and the preparation of the annual financial statements in accordance with U.S. GAAP and federal, state, and other required supplementary schedules and information.
- Responsible for coordinating JHHS financial information for the POJ annual financial audit. Prepare worksheets and other documentation required by the auditors. Make available to the auditors all accounting data relating to transaction selected for audit. Assist in other financial reviews by funding agencies as needed.

- Prepare program budgets, review budgets proposals, and prepare required supporting documentation. Review program reports and advise program administrators of needed modifications. Prepare budget modifications for funding agency approval as needed.
- Assist in the management of all the financial affairs of JHHS, including master contracts with funding sources and subcontracts with member health projects to include meeting all accounting and governmental standards.
- Responsible for the development and monitoring of budgets for State, Federal and private funding sources.
- Collaborate on the preparation of regular financial reports for submission to the Director, Executive Committee, Health Board and POJ Tribal Council.
- Coordinate the maintenance of policies and procedures for effective financial management.
- Serve as key liaison for communication, coordination and problem solving with program subcontractors in all matters pertaining to fiscal administration of Health Service contracts.
- Proficient in using JHHS's accounting software system, including setting up new projects and account numbers as well as providing training and technical assistance to users as needed.
- Assist in the development of financial plans and actual preparation of budgets for health programs and tribal organizations as time allows.
- Assess the fiscal areas of need and provide technical assistance to subcontractors.
- Provide contractual consulting and technical assistance to non JHHS members as time allows.
- Coordinate training and assistance activities as required for program subcontractors.
- Maintains internal controls for all facility operating, federally funded, and grant fund accounts.
- Attend all Board and Management meetings.
- Participates in the development of coding and billing strategies, evaluating process relative to revenue cycle, and making recommendations while ensuring compliance with any relevant rules or regulations (including HIPAA, Medicaid, Medicare, and specific 3rd Party Payors).
- Keeps abreast of all reimbursement billing procedures of third party and private insurance payers and government regulations.
- Reviews, monitors, and evaluate third party reimbursement and research variances.
- Commitment to the highest level of business and patient confidentiality possible adhering to all HIPPA and security guidelines when accessing and sharing patient information.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Expert knowledge of and experience in automated financial software and spread sheets (preferably MIP and Excel) systems.
- Knowledge of the entire revenue cycle including billing, coding, collections, and denial management.
- Knowledge of third-party payer requirements including federal, state, and private health care plans and authorization process.
- Monitoring accounts sent for collection and reimbursements from insurance companies and other third-party payers.

- Knowledge of basic insurance policies, procedures, and reimbursement practices with Medicare Coding.
- Working knowledge of Federal contracts and procurement regulations, including Federal travel regulations.
- Working knowledge of Indian Self-Determination and Education Assistance Act as it pertains to Tribes, Tribal Organizations, and Rules and Regulations of Federally Qualified Health Centers (FQHCs).
- This position requires an awareness and keen appreciation of American Indian traditions, customs and socioeconomic needs and the ability, at times to meet and deal effectively in contacts with Indian organizations which require tact, courtesy, discretion, resourcefulness, and good judgment in handling functions of a sensitive nature.

Skill in:

- Managing, developing, and mentoring all revenue department staff, including billers and coders and RCM Supervisors.
- Managing and updating the charge master based on the current CMS fee schedule and negotiated contracts.
- Review and resolving issues related to claim generation and rejected/denied billings.
- Monitoring accounts sent for collection and reimbursements from insurance companies and other third-party payers.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024