



## NVIH POSITION DESCRIPTION

<b>FISCAL DIRECTOR</b>		
<b>CLASSIFICATION</b> <b>Full-Time</b>	<b>FLSA STATUS</b> <b>Exempt</b>	<b>DEPARTMENT</b> <b>Administration - Fiscal</b>
<b>DATE OF LAST REVIEW/REVISION</b> <b>August, 2009</b>	<b>ASSIGNED SITE</b> <b>Willows</b>	<b>REPORTS TO</b> <b>Executive Director</b>
		<b>SUPERVISES</b> <b>Fiscal Personnel</b>

**POSITION SUMMARY:** Under general supervision from the Executive Director, the Fiscal Director manages complex accounting and resolves fiscal issues. Performs complex and difficult financial budgetary systems, statistical and other management analyses in support of the agency's financial management. Makes recommendations for action, related to accurate forecasting of revenues, expenditures and fund balances, purchasing, and special revenue fund transactions. Performs related work as assigned.

**ESSENTIAL JOB FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list, but rather to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

1. Works with agency departments to provide accurate forecasts of revenues, expenditures, and year-end fund balance projections. Works with individual department directors regarding appropriate methods to improve the accuracy of departmental forecasting.
2. Develops and implements procedures and standards to ensure accurate reporting of the agency's financial position. Evaluates alternative courses of action and makes recommendations.
3. Ensures that accurate budgetary information is available to the Executive Director, Dental Director, and Medical Director.
4. Supervises Contract Health Service, Billing, and Fiscal staff.
5. Performs analyses and accounting tasks of a complex nature to assess financial, budgetary and accounting issues.
6. Assists in the review and analysis of departmental budget accounting procedures for conformance with laws, regulations, and accurate forecasting practices.
7. Reviews and recommends modifications to departmental accounting systems and procedures.
8. Prepares and/or reviews complex financial and budgetary reports, including the Comprehensive Annual Financial Budget.
9. Records, monitors, and reports on all debt obligations of the agency.
10. Plans, develops, coordinates and implements or directs the implementation of procedures and controls regarding the agency's purchasing, departmental forecasting of revenues, expenditures and fund balances, and accurate special revenue fund transactions.
11. Plans and organizes complex budgetary, statistical and other financial studies. Prepares a variety of complex analytical, statistical and narrative reports.

12. Works with the Executive Director to determine the reasons for significant differences between previously anticipated revenues, expenditures, and fund balances and final budget submissions.
13. Prepare Federal, State and local cost reports and financial statements.
14. Maintain and govern Indian Health Service contract, compact on self-governance as related to NVIH.
15. Interface with auditors from state, local, and federal governments, as well as the annual audit.
16. Be up to date and be familiar with OMB Circular: 102, 110, 122, and 733.
17. Make sure financial statements conform to government accounting standards, board rules and regulations.
18. Other duties as assigned.

**EDUCATION, EXPERIENCE, CERTIFICATIONS, AND LICENSES:**

1. Bachelor of Science Degree in Accounting or Business Administration from an accredited United States four-year university or college required, MBA preferred.
2. Five (5) years minimum of professional level experience in progressively responsible financial forecasting, economic, administrative, budgetary or similar management analytical work.
3. Possession of an Active Certified Public Accountant (CPA) License issued by the California Board of Accountancy within the California Department of Consumer Affairs is a plus.
4. Knowledge of principles, practices and methods of financial, administrative, budgetary, statistical, economic, and procedural analysis.
5. Knowledge of principles and practices of budget development and administration, forecasting of revenues and expenditures, and development of financial procedures and controls.
6. Knowledge of business computer user applications, particularly as related to financial and statistical analysis and record keeping.
7. Knowledge of applicable laws and regulations.
8. Knowledge of basic supervisory principles and practices.
9. Skill in analyzing complex and sensitive financial forecasting, budgetary, and economic issues, evaluating alternatives and reaching sound conclusions.
10. Skill in collecting, evaluating and interpreting varied information and data, either in statistical or narrative form.
11. Skill in establishing and maintaining positive and effective working relationships with department directors, and others contacted in the course of the work.
12. Skill in interpreting and applying complex financial rules, regulations, ordinances, policies and procedures.
13. Skill in providing training and work review to departmental staff.
14. Skill in preparing clear, concise and complete reports and other written materials.
15. Skill in maintaining accurate records and files.
16. Skill in exercising sound independent judgment within established guidelines.
17. Skill in analyzing, interpreting and reconciling complex financial data, reports, and transactions.
18. Skill in making accurate mathematic and statistical calculations.
19. Current CPR card.
20. Must have reliable transportation.

21. Indian Preference. Preference in filling vacancies will be given to qualified Indian applicants in accordance with Indian Preference Act (Title 25, U.S. Code Section 472 & 473). In other than the above, Northern Valley Indian Health, Inc., is an Equal Opportunity and At Will Employer.

**MATERIAL AND EQUIPMENT USED:**

Computer      E-Mail      Telephone      Voice Mail      Fax Machine

**PHYSICAL ACTIVITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:**

- a. **Sitting / Mobility:** Approximately 70% of time is spent working at a desk. Balance of time (approximately 30%) is spent moving around work areas.
- b. **Communication:** Ability to effectively communicate with co-workers, Board members, members of outside agencies, in person, by telephone, and by email.
- c. **Vision:** Ability to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork.
- d. **Lifting / Carrying:** Ability to occasionally lift and/or move objects weighing no more than 25 pounds.
- e. **Stooping / Kneeling:** Ability to access files/stock supplies in low cabinets and shelves.
- f. **Reaching / Handling:** Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies.

**ACKNOWLEDGEMENT:** I have received and reviewed a copy of the Fiscal Director position description. I understand that this position description is not a contract of employment and in no way changes the at-will nature of my employment relationship with Northern Valley Indian Health, under which either NVIH or I may terminate the employment relationship at any time, for any reason, with or without cause or notice.