

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:

HUMAN RESOURCE DEPARTMENT
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:

HUMAN RESOURCE DEPARTMENT
P.O. Box 365
Oneida, WI
54155-0365

APPLY ONLINE AT:

<http://oneida-nsn.gov>

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Finance Coordinator
POSITION NUMBER: 00408
DEPARTMENT: Anna John Resident Centered Care Community
LOCATION: 2901 S Overland Rd, Oneida
DIVISION: Comprehensive Health
RESPONSIBLE TO: Business Operations Director
SALARY: E03 \$33,098/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: March 11, 2016
CLOSING DATE: Until Filled
Transfer Deadline: March 18, 2016
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

This position will perform basic accounting functions in such areas as patient billing, account maintenance, posting, and inventory control for the Anna John Resident Centered Care Community. Prepare financial reports from standard operating statistics and/or financial data in accordance with Generally Accepted Accounting Principles and Governmental Accounting Standards. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Ensure financial information is complete, accurate, and in compliance with generally accepted accounting principles, and federal, state and tribal accounting rules and regulations.
2. Process accounts receivable including the billing process, preparing all statements for third party reimbursements and private billing, worksheets, journal entries, and deposits.
3. Reconcile accounts, bank statements, and posting in journals for all aspects of residents interest and non-interest bearing bank accounts.
4. Provide monthly financial statements to the residents and legal representatives.
5. Meet with residents, family members, and/or legal representatives with regards to the residents' accounts, third party, and private billing.
6. Prepare and submit work materials on a timely basis necessary for Administration to complete reports for the Governing body, Tribe, State, Federal, and other agencies or organizations and Fiscal Intermediaries.
7. Accumulate and maintain accurate statistics as required and directed.
8. Communicate and work cooperatively with fiscal intermediaries, accountants, auditors, and private insurance companies for audit purposes. This may include State Surveyors, Ombudsman, and other State and Federal agencies.
9. Assist with the Medicare Cost Report.
10. File inquiries, reconsideration and appeals, to the appropriate agency or individual(s) for reflected statements.
11. Follow-up and collect on all account collection procedures.
12. Submit third party billings through the electronic data services.
13. Analyze, reconcile, balance and maintain accounting records; develops budgets and special financial reports.
14. Monitor and review supervisor's requests for facility supplies and equipment.
15. Assist the Administrator in developing and monitoring of the facility budget.

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DUTIES AND RESPONSIBILITIES: (Cont.)

16. Monitor the Anna John Resident Centered Care Community area's fixed asset list in cooperation with the Property Manager in the Accounting Department.
17. Process the receipt of purchase order items and bills to Accounting for payment
18. Draft and revise contracts following tribal procedures for services that are received by the facility.
19. Attend meetings and assist with initiatives on behalf of the Nursing Home Administrator.
20. Works cooperatively with internal and external auditors.
21. Participates in staff meetings.
22. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
23. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
24. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit; walk, handle, reach with hands and arms; and talk and hear.
2. Occasionally stand; stoop, kneel, crouch, crawl and lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in an office setting with a moderate noise level.
4. Extended hours, and evening and/or weekend work may be required.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements and Generally Accepted Accounting Principles and Governmental Accounting Standards.
2. Knowledge of software programs such as: Electronic Medical records, Microsoft, AS400, Quick Start and the ability to write short computer programs.
3. Knowledge of department organization, functions, objectives, policies and procedures.
4. Knowledge of finance, budgeting, accounting and cost control procedures.
5. Knowledge of computerized information systems used in financial and/or accounting applications.
6. Knowledge of patient billing and reconciliation.
7. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
8. Skill in preparing, reviewing, and analyzing operational and financial reports.
9. Ability to analyze and interpret financial data and prepare financial reports, statements and/or projections.
10. Ability to analyze budgetary expenditures for compliance with funding agencies' budget, policies and procedures.
11. Ability to exercise independent judgment.
12. Ability to meet daily, weekly, monthly and yearly accounting deadlines.
13. Ability to evaluate and interpret data and recognize trends.
14. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
15. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
16. Ability to work independently and meet strict time lines.
17. Ability to communicate efficiently and effectively both verbally and in writing.
18. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
19. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department).**
20. Must be willing and able to obtain additional education and training.
21. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
22. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
23. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

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PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Experience with Medical Assistance/Medicare Cost Reporting.
2. Knowledge of Medical Insurance, Medical Assistance and Medicare.
3. Experience with and knowledge of ICD-10.
4. Experience with outpatient rehabilitation billing

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Bachelor's Degree in Accounting, Business Management or closely related field
2. One (1) year of experience in financial management in Long Term Care.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**