



KODIAK AREA NATIVE ASSOCIATION

Finance Director

Full Time/Eligible for Full Benefits Package

Salary/Exempt

Reports To: Chief Operating Officer

Summary: Responsible for financial analysis, planning, budgeting, and support of the financial operations of the organization. Timely and accurate preparation of financial reports and statements and ensuring appropriate accounting control procedures.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Direct and coordinate the preparation of monthly financial statements and all related activity. Compile and analyze financial information to prepare annual financial statements and other reports and analysis as needed.

Monitor accounts payable and accounts receivable ensuring the correct and accurate accounting classification of transactions in compliance with accepted policies and procedures. Develop and monitor policies and procedures within generally accepted accounting principles to ensure sufficient cash flow, reduce operating costs, and increase revenues.

Analyze financial information to recommend or develop efficient use of resources and procedures, provide strategic recommendations and maintain solutions to business and financial problems.

Establish and monitor the implementation and maintenance of accounting control procedures. Provide advice and counsel management regarding the organizations' major financial policies.

Responsible for the overall management of the accounting software system.

Develop and monitor policies and procedures to ensure efficient operation and management of the revenue cycle team.

Continuous assessment of the revenue cycle for opportunities to increase revenue and reduce patient service billing loss.

Develop and maintain working relationship with revenue cycle contractors to ensure compliance, maximize efficiency and revenue.

Ensure proper maintenance of contract files. .

Recommend investment strategies to management for consideration by the KANA Finance Committee.

Acquire and maintain all required insurance coverage and risk management of the Corporation.

Oversee procurement and inventory control, and produce financial reports regarding inventory control.

Supervisory Responsibilities: Directly supervises staff within the Finance Department.

Education and/or Experience: Bachelor's degree in Accounting or Finance and four years related experience; or equivalent combination of education and experience. Solid understanding of Generally Accepted Accounting Principles. Experience with the revenue cycle in a healthcare setting preferred.

Knowledge of Accounting software; Database software; Internet software; Spreadsheet software and Word Processing software.

Ability to write reports, and business correspondence. Ability to effectively present information and respond to questions.

KANA is an Equal Opportunity Employment (EOE) employer exercising Native preference in accordance with P.L. 93.638

To learn more or to submit an application, visit <http://kodiakhealthcare.org/>.

Please contact the KANA Human Resources office at careers@kodiakhealthcare.org with any questions.