



Employee Job Description		
Position Title: Financial Analyst Accountant		
Position ID #		
Facility: St. Croix Tribal Health and Human Services Clinic		
Job Family:	Comp Grade: GS-7 \$46,696-\$60,703	Status: FT

Position Summary:

The financial analyst along with finance team members ensures the financial integrity of the St. Croix Tribal Health Clinic under the leadership of the Health CFO. Collects, monitors, reviews, and manages financial and statistical data through review of and maintenance of general ledger entries, reports, schedules, worksheets, reconciliations and other analyses through spreadsheets and other reporting tools to support leadership financial management strategies and fiscal sustainability and growth.

Essential Functions:

- Demonstrates leadership ability, team management and collaboration, and strong interpersonal skills.
- Excellent fiscal analytical and abstract reasoning skills, plus excellent organization and time management skills.
- Knowledge of nonprofit and health practice accounting, including sophisticated fund source and grant accounting, compliance, and reporting.
- Knowledge of MIP accounting system and standards of practice for applicable accounting practices and procedures.
- Ability to organize and manage time.
- Demonstrated proficiency with completing independent financial analysis, collaborating with managers and making sound financial recommendations and guidance to managers.

Duties/Responsibilities:

- Prepares reports and generate reports within reporting expectations to fund sources and Health Director including financial reports, cost reports, department budgets, utilization and registration reports, compliance reports, cash flow analyses, account balances, required payroll and tax reports, fringe benefit reports, Bureau of Primary Health Care HRSA EHB and FQHC financial reports, and other reports as requested.
- Creates and adds journal entries
- Performs reconciliations, data entry, standard report preparation, analysis and/or routine accounting activities.
- Provides support to finance team, program staff, and leadership under limited supervision.

- Actively communicates and presents information to leadership and program staff as well as preparing reports for compliance and fiscal management.
- Interprets and applies GAAP and governmental finance and accounting policies and procedures.
- Abides by accounting practices, federal and payment management system and reporting regulations, and required reporting, completion, and filing requirements.
- Management of accounts receivable, accounts payable, purchasing, payroll, grants reporting.
- Review of and reporting on cash flow planning, assets management, and ensure availability of funds as needed.
- Develops and utilizes forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans.
- Provides guidance for Directors and Program Managers on fiscal reporting obligations, budget formulation and adherence, and adherence to organizational finance projections.
- Provides analytics for business plans and forecasts developing short-, medium-, and long-term financial projections.
- Ensures timeliness, accuracy, and usefulness of financial and management reporting for federal, state, and private funders.
- Coordinates with and responds to auditors during annual audits and preparation of tax returns for submission.

Directly Reporting to:

CFO/Health CFO

Qualifications/Education Requirements

- Bachelor's degree with an emphasis in Accounting or Finance.
- Other business-related bachelor's degrees require a minimum of two years applicable accounting or finance experience.
- A master degree in accounting or finance, a MBA, MHA, CPA (active or inactive), CMA or CIA can be substituted for one year experience.
- Has a solid understanding of accounting and finance practices.
- Has solid knowledge of Microsoft applications including Word, Excel and Outlook.
- Strong investigational skills, shows attention to detail, accuracy and ability to manage and prioritize multiple tasks.
- Excellent customer-service skills; understands and addresses team needs in a timely manner.
- Prefer knowledge of large accounting and/or grant management systems Tribal experience beneficial.
- Ability to work in a team environment and develop constructive working relationships with others.

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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