



Employee Job Description		
Position Title: Finance/Data Specialist		
Position ID #		
Facility: St. Croix Tribal Health Clinic		
Job Family: Health and Human Services	Comp Grade: Pay Rate	Status: FT

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary:

The Finance/Data Specialist reports to the Health and Human Services (HHS) [Senior Accountant] and is responsible for assisting in the efficient financial administration of HHS grant awards, internal departmental budgets, and assisting with large data reports. This position is also responsible for maintaining and ordering office supplies, grant program purchases, disbursement vouchers for vendor payments, and RPMS (Resource and Patient System) reporting and audit support for FQHC (Federally Qualified Health Center) payment reconciliation.

Essential Functions:

- Ability to access, input, and retrieve information from the computer
- Produce financial data for preparation of budgets, financial grant reports, statements and/or projections
- Collaborate with staff to assist with necessary financial information/data to develop, prepare and perform grant objectives

Finance/Data Specialist Job Duties:

- Coding and preparation of disbursement vouchers for Health and Human Services programs/activities

- Preparing and entering budget entries in accounting system
- Ordering, inventorying, and internal billing of general office supplies, cellular equipment, cell phone bills
- Enter journal entries
- Assist with maintenance of grant management systems
- Produce periodic financial statements for individual grants and departmental
- Financial monitoring of grant programs including expenditure and remaining balance information
- Perform complex analysis of health data and billing information.
- Conduct statistical analyses and reports
- Compile and monitor FQHC assets and depreciation schedules
- FQHC RPMS cost reports and auditing support
- Any other duties assigned by supervisor

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Type of Supervisory Responsibilities: N/A

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Directly Reporting to: Health and Human Services [Senior Accountant]

Matrix of INDIRECT Reporting: St. Croix Tribal Council

Scope and Complexity:

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive messages, and appropriate application of business operations and practices.

Physical Demands/Environment Factors:

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 50 pounds.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- May require off-site travel.

Minimum Qualifications

- 2 year associates in accounting or 3-5 years of relevant experience
- Proficiency level typically gained through a combination of high school diploma.
- Must demonstrate ability to assess customer and business needs and formulate plan of action. Able to identify potential issues and proactively contain and manage challenges.
- Requires basic to intermediate level computer skills and ability to access information in meaningful ways.
- Requires skill in conflict resolution and team building.
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- Requires effective presentation, verbal and written communication skills.
- Needs commitment to timeliness and attention to detail for acceptable customer service.

Preferred Qualifications:

- Bachelor’s Degree or an equivalent combination of education and relevant work experience preferred
- Excellent project management skills with experience managing and coordinating administrative projects across multiple team members
- Excellent organizational skills with ability to prioritize work and resources, meet deadlines and produce quality results on time with attention to detail
- Excellent verbal and written communication skills
- Knowledge of grant funding policies and procedures and applicable local, state, and federal regulations
- Ability to determine informational needs, and to collect and analyze information
- Skill in the use of personal computers and related software applications, including database management skills
- Knowledge of federal, state and/or community funding sources and mechanisms including potential sources of health-related funding
- Understanding of the organization's overall business and its objectives
- Possess strong knowledge of planning and strategizing financial and budgeting issues
- Ability to meet deadlines and work in a deadline-driven environment
- Intermediate to advanced skill level in Microsoft Office

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

EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name

Supervisor Signature

Date

*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.