



Lower Sioux Indian Community

Health Finance Manager - Job Description

Location: Lower Sioux Health Care Center

Hours: 40 hours per week within the parameters of 8am-5pm, M-F with possible weekend or evening travel and work required

Wage: Dependent on qualifications

Reports to: Finance Director of Lower Sioux Indian Community

General Summary:

Lower Sioux Indian Community (LSIC) in the State of Minnesota owns and operates Lower Sioux Health Care Center (LSHCC), a health center offering the service lines of medical, dental, optical, pharmacy and community health services to the community members, employees of the LSIC and general public. The Health Finance Manager will work within the LSHCC providing daily operations leadership. Develops reports, budgets, and provides data supporting short-term and long-term decision-making around the services lines; supporting the strategic plan of the LSHCC and LSIC. Direction is given from the Tribal Council, CFO, Finance Director, Health & Social Services Director/Clinic CEO.

Job Responsibilities:

- Responds to telephone calls and inquiries via email, fax and mail correspondence in a timely manner
- Supervises business office specialist for medical billing and collaborates with dental office manager and pharmacist regarding finances for respective areas
- Works with health care providers, professionals, patients and insurances companies to procure payment for the organization
- Participates in meetings and planning sessions with LSIC leaders, staff and consultants
- Develops policies and procedures for health finance
- Works with health care team on quality improvement initiatives
- Handles collections on unpaid accounts

- Trouble-shoots rejected, unpaid or denied claims
- Addresses questions of patients and payors
- Trains staff to address common processes and questions such as eligibility or payment information
- Serves as a resource to staff
- Produces monthly, quarterly and annual reports collaborating with the LSIC Finance Department
- Conducts regular inventory count with service line staff
- Policy and procedure development, maintenance, to meet accreditation requirements
- Assists with application and ongoing reporting processes for health care insurers and new programs (e.g. Centers for Medicare Services, Medicaid, Veteran's Affairs, etc.)
- Reviews invoices owed by the LSHCC
- Represent Lower Sioux Indian Community in a professional manner; follows dress code and code of conduct
- Attends required educational training sessions
- Perform other duties as assigned

Qualifications:

- Associate or Bachelor's degree from an accredited college or university in Accounting or Finance
- Experience using Microsoft Office programs; proficiency with Excel
- Valid MN driver's license
- Must be insurable under the tribe's auto insurance
- Demonstrated organizational and planning skills
- Previous work experience in health care finance or accounting
- Knowledge and understanding of American Indian/Alaska Native culture
- Ability to maintain confidentiality
- Maintains positive working relationships with patients and staff
- Subject to drug screen and background checks

Physical Requirements:

Bending, stooping, sitting, lifting, standing, carrying, walking for long periods; getting in and out of vehicles.

NATIVE AMERICAN PREFERENCE

Questions may be directed to:

Mitch Farmer

Finance Director

Mitch.farmer@lowersioux.com