



# MISSOULA URBAN INDIAN HEALTH CENTER

406.829.9515  
830 West Central, Missoula MT 59801  
www.micmt.com

## JOB DESCRIPTION

TITLE:	Finance Analyst
DEPARTMENT:	Administration
REPORTS TO:	Executive Director
FLSA STATUS:	Exempt
EMPLOYEE STATUS:	Full-Time
SALARY:	Commensurate with Experience
CLOSING DATE:	Open Until Filled

## POSITION SUMMARY

The MUIHC Finance Analyst is an essential organizational role that focuses on the following areas: (1) oversight of financial budget analysis & internal reconciliation, and AP/AR, in accordance with financial system policies; (2) determines compliance with all financial & auditing requirements; including, federal/state/local & IHS Division of Acquisition Policy, as applicable; (3) provides assistance with internal expense reporting and reconciliation of budgets and finances; (4) provides assistance to external accountant for preparation and processing of employee payroll; (5) acts as a liaison between the organization, governing bodies, and external accountants to meet financial needs; (6) prepares and submits required financial reports, when due; (7) responsible for posting and reconciliation of AR; (8) serves as immediate supervisor for business finance positions (when applicable); (9) performs other duties, as required, to support Accounting Department.

## DUTIES AND RESPONSIBILITIES

### Financial Analysis & AP/AR

1. Prepare check requisitions with all supporting documentation; ensure appropriate expense allocation on requests, in accordance with appropriate budget and/or financial policies; investigate and resolve problems associated with processing of invoices and purchase orders, code such items as: invoices, vouchers, expense reports, check requests, etc., with correct codes conforming to standard procedures to ensure proper entry into the financial system.
2. Handle all vendor correspondence, provide assistance to external accountant for vendor relations; including, payment disbursements, invoicing, 1099 and tax related matters, etc., determine compliance with all MUIHC Contracts/Grants & IHS Division of Acquisition Policy; including, purchasing, vendor/contractor services, contract negotiations, ensure compliance of financial responsibilities by employees/vendors/contractors, create and maintain vendor MOU/MOA's/Contracts; including, bids/quotes, contracts, budget outline/justifications, communications, MUIHC memberships/subscriptions (payments, fees, renewal dates), and ensure compliance with fiduciary responsibilities of all MUIHC Contracts/Grants for expenditures; including processing travel/training requests.



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3. Maintain internal inventory of purchasing and expenses, oversee office supplies and office equipment operation; including, ordering, service agreements/updates, maintenance/repair, and compliance with recording, tracking, and reporting, as required.
4. Responsible for posting AR payments and/or adjustments in the RPMS A/R Application, in a timely and accurate manner; including validating that postings have been credited/applied appropriately, forwarding billing rejections/denials/payment inconsistencies (to research and resolve) to appropriate department, monitoring and intervening in potential problem situations and efficiently resolving to offset adverse impact on revenue operations, and preparing necessary financial reports pertaining to accounts receivables; assist with facilitation of internal and/or external audits of the reimbursement system.
5. Manage internal accounting functions, including maintenance of general ledger, AP/AR, and project accounting, to ensure accuracy and compliance, assist in development, implementation and maintenance of policies and procedures, for financial & fiduciary functions, to ensure adherence to MUIHC, local, state, and federal guidelines, report inconsistencies and/or necessary changes of check and balances to Executive Director for resolution, reconcile various accounts by identifying errors in posting or omissions by applying appropriate accounting standards, processes remittance information from checks, drafts, wire transfers, etc. for invoices provided by vendors, and reviews instructions accompanying items, to determine proper disposition and crediting accounts, in accordance with standard procedures, receives, researches and resolves a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate person(s), prepares batch check runs, wire transfers, and ACH transactions, and prepares bank deposits, as required.
6. Provide internal accounting assistance to MUIHC supervisors and staff, in response to financial questions and concerns; including, reporting outlines and schedule requirements, and compliance with reporting due dates/submissions, and reconciliation, serve as liaison between the organization, governing bodies, and external accountants to meet financial information needs and to ensure that proper information is maintained for accurate data retrieval and historical purposes.
7. Assists with daily, monthly, quarterly, semi-annual, and yearly financial status reports and closings, files, maintains, and distributes accounting documents, records, and reports, as required, for monthly Board review, internal/external auditing and funding source requirements.
8. Performs other duties, as required, to support Administration Department.



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## Payroll

1. Support the MUIHC Human Resources Generalist and contract accountant in all financial aspects of payroll, including, but not limited to,
2. Process employment/contractor/vendor verification(s), such as, W-4, I-9, W-9, Hire-Letter/Service Agreement, budget/funding source allocation, etc.; including entry of correct funding codes for employees, and forward information to external accountant for payroll, maintain all payroll paper files.
3. Prepare necessary employee benefit reports; including, worker's compensation, SEP-IRA/401(k), medical/dental/vision insurance, etc., as applicable, prepare necessary reports, regarding payroll, for required reporting, regarding employee paid time, paid holidays, paid Leave, etc., as required for internal/external auditing purposes and/or funding source(s) requirements, ensure compliance and facilitation with compensation and benefit administration, process employee, on the job, injury reports and forms and work with insurance agent(s) to ensure timely reporting of such, process wage reports for time away from work, and file in employee personnel file.
4. Assist with processing and issuing annual W-2 forms to employees, 1099's for contractors/vendors, and employer tax information, as necessary.
5. Assist the MUIHC Executive Director with organization and facility planning for efficiency in the areas of cost analysis and compliance with financial status and budgeting, as applicable.
6. Prepare necessary reports; including, monthly, quarterly, etc. State and Federal payroll and tax reports, as applicable, ensure that payroll records are administered within legal mandates and ensures payroll data and reporting are in compliance with Federal, State, and Local rules and regulations.

## GENERAL DUTIES

1. Adhere to all rules and regulations of accounting and ensure confidentiality for accounting information and tasks; including all MUIHC Policies & Procedures.
2. Maintain and update necessary, and as required, information and records regarding Finances and Budgets, performs written or electronic documentation of accounting and financial information, as required.
3. Attend meetings, trainings, and conferences; including, Staff, Department, and Board meetings (and functions as requested), be available for local, out of area, and overnight travel, as applicable, is a member of the interdisciplinary team and integral part of the Administration Department, participates as a member of committees, as needed, and contributes to the success of fellow Missoula Urban Indian Health Center employees.
4. Other duties as assigned, to support MUIHC's integrated team.



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## SKILLS, KNOWLEDGE & ABILITIES

1. Understanding and facilitation of Position Summary requirements [listed above].
2. Strong understanding and knowledge of accounting principles, using accounting software, with an emphasis in Business Finance.
3. Understanding and knowledge of requirements of an IHS Urban Indian Health Program, familiarity with Medicare/Medicaid FQHC Regulations, MT State Programs, and ability to interpret Federal Regulations apply in decision making situations.
4. Exceptional time-management skill with attention to detail in areas of financial planning and organizational skills, sufficient to prioritize and successfully complete job demands, as well as, strong analytical and problem solving skills.
5. Ability to work independently and/or with minimal supervision, as well as, ability to work with moderate management oversight to complete required tasks.
6. Ability to politely communicate with staff and clients, in a clear and effective manner; ability to work cooperatively with other staff in a way that contributes to the success of fellow employees and MUIHC; including applying efficient conflict resolution when necessary.
7. Flexibility and adaptability to stress; including, ability to work and make productive decisions under stressful situations when necessary.
8. Ability to interact, communicate effectively, understand cultural differences, and apply skill in working with people of varied social, ethnic, and economic backgrounds.

## DESIRED EXPERIENCE

- Experience working with QuickBooks, Microsoft Excel, Microsoft Word, general office equipment, such as, printers, copier, fax and general computer usage.
- Strong background and combination of education and experience in accounting.
- Experience in AP/AR, budgets, and reconciliation.
- Experience in an IHS UIHP and/or FQHC environment, preferred.

## PREREQUISITE QUALIFICATIONS

- Bachelor's degree in Accounting, Finance or related financial management field.
- Two or more years of experience working in accounting, bookkeeping, or other financial management position. Experience in nonprofit accounting strongly preferred.
- Be willing to consent to criminal background check, required.
- Valid MT Driver's License, with proof of Auto Liability Insurance.



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Employee(s) may be requested to stay or report to work, when needed, to complete mandatory tasks to the benefit of the organization. This may require working a non-traditional work schedule or working outside normal assigned duties, as necessary.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date

**Preference in employment is given to qualified Native American candidates, in accordance with Title 42CFR36.221.**