



# Tucson Indian Center

160 North Stone Avenue • Tucson, Arizona 85701  
Mailing Address: P.O. Box 2307 • Tucson, Arizona 85702  
Telephone: (520) 884-7131 • Fax: (520) 884-0240  
[www.ticenter.org](http://www.ticenter.org)

**Job Title:** Finance Operations Manager

**Salary:** \$29.24 - \$39.50 per hour – Non-Exempt, DOE

**Status:** Permanent, Full-Time

**Hrs/WK:** Forty (40) hours per week

**Department:** Finance

**Job Location:** Tucson, Arizona

## **Nature of Work:**

Embraces and Embodies the Identity Document's Vision, Mission and Purpose Statements; Guiding Principles; Core Values and Strategic Goals. Under the supervision of the Finance Department Director, the Finance Operations Manager manages the daily financial activities and functions for the organization including accounting, budgets, receivables, payables, audits, reporting and analysis. Ensures all financial operations conform to generally accepted accounting principles and compliance with funding requirements and best practices. Collects and compiles financial data and oversees the preparation of government/foundation grant and contract financial reports and invoices.

## **Essential Functions:**

1. Provide fiscal oversight of the organization's finances which includes purchasing, capital assets, government/foundation grants and contracts, verification of documentation to ensure compliance with accounting principles and practices in compliance with Office of Management & Budget Circulars.
2. Directs and participates in the preparation of the annual budgets for all departments and monitors budget performance and addresses identified variances to ensure effective cost control.
3. Produce regular financial statements, program dashboards and supporting narrative analysis for regular meetings with Finance Director and leadership team that provide insights into the organization's performance against its financial plans and related financial health.
4. Maintain budget and accounting records to ensure that grant and contract funds are used and managed appropriately.
5. Reconciles Medicaid/ Medicare reimbursement reports from the intermediary with the internal billing information systems.
6. Perform other job-related duties as requested or assigned.



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## **Required Knowledge, Skill and Ability:**

- Demonstrated oral, written, and analytical skills exhibiting fluency in area of specialization.
- Collect and analyze data, create reports, review and explain trends; formulate and evaluate alternative solutions and/or recommendations to achieve the goals of the program or function.
- Analyze and interpret policies; develop, revise and implement procedures for program or function.
- Ability to clearly communicate financial data to non-financial staff.
- Experience leading others in a fast-paced work environment.
- Understanding of contract requirements and compliance.
- Thorough knowledge of Medicaid/ Medicare and non-Medicaid/Medicaid billing regulations, and other various financial regulations.
- Experience with state and federal funding sources and grants.
- Strong knowledge of Microsoft 365 (emphasis in Microsoft Excel), accounting and medical electronic health record (EHR) software (Fund EZ and Greenway Health EHR preferred).
- Detail oriented and execution minded.

## **Required Education and Experience:**

- Bachelor's degree or higher in Accounting, Finance, Business Administration, or related field from an accredited institution of higher education required.  
AND
- Six (6) or more years work experience managing complex budgets in accounting, finance, or financial services. Preferably in a healthcare system.  
AND
- Two (2) or more years of managerial or supervisory experience in a healthcare system.

## **Additional Requirements:**

- Must possess and maintain a valid Arizona Driver's License to qualify for driving of GSA vehicles and insurability purposes.
- Must pass Driver Insurance Carrier's requirements.
- Must obtain a HIPAA certification within 2 weeks of hire.
- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within 3 months of hire.
- Must pass Arizona DPS Fingerprint Clearance (Class I & II)
- Must pass and submit to periodic/random drug testing.



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## **Working Conditions:**

- Work is performed in an office environment with low to moderate noise and exposure to extensive computer and phone usage.
- Ability to sit in front of a computer for 6-8 hours a day. Some standing, bending and reaching may be required.
- Occasionally required to lift and/or move up to 30 pounds.
- Ability to travel to various locations, including out of state for work assignments.

## **Supervisory Status:**

- Supervisory
- Reports to Finance Department Director

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). The Tucson Indian Center is committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Tucson Indian Center is an Equal Opportunity Employer.

*Additional consideration is also given to honorably discharged veterans and protected veterans.*

- *Veterans who earned an Armed Forces Service Medal "pursuant to Executive Order 12985."*
- *Those who served on active duty in the US Military during an expedition, campaign, or war on the ground, naval, or air service.*
- *Recently separated veterans (3 years following separation from service)*  
*\*All discharges besides dishonorable may receive protected veteran status.*