



## Accountant/Controller

---

Supervised by:	CEO and the Governing Board of Directors
Location:	Sioux Falls, SD or Pierre SD
Status:	Full Time
Salary:	Based on Experience

---

### SDUIH OVERVIEW:

The South Dakota Urban Indian Health, Inc. (SDUIH) is a non-profit corporation that consists of two full-time primary care clinics. SDUIH is a comprehensive patient-focused health care organization. SDUIH corporate headquarters is located in Pierre and the agency reports to the Indian Health Service (IHS) in Aberdeen.

Additionally, you'll enjoy quarterly employee wellness activities and continued learning opportunities. When you join our team at SDUIH, you're joining our Tiwahe (family). We believe that through equitable pay, flexibility, and centering employee wellness, we're creating systemic change that benefits everyone, especially our patients. Working with our medical, behavioral health, and cultural health teams, you'll improve the health and wellness of our patients and positively impact the health of our community.

### SDUIH employees enjoy traditional benefits, such as:

- Health Insurance – SDUIH pays 72% of the premium
- Life Insurance – SDUIH provides \$25,000.00 employees can purchase additional
- Sick leave of 40 hours per year
- PTO accrued at the rate of 5 hours each pay period
- Short-Term and Long-Term Disability provided by SDUIH
- 11 paid holidays each year
- Participation in a 401 (K) with a company match of 100% the first 4% the employee contributes
- Wellness Days

## **Position Summary:**

The Accountant/Controller will work closely with the CEO, Payroll/HR Department, Chief Administrative Officer, Business Office Manager, Biller/Coder, Grants Director, and others defined by the CEO. Engage appropriate staff across all three sites.

Additionally, this position will focus on building the SDUIH financial systems and processes within accepted regulatory standards and meet its current and future financial operational needs.

## **Skills & Ability:**

- CPA with experience as a financial analyst in healthcare/clinics, contract/project management experience
- Knowledge of employing organization's missions, functions, goals, objectives, work processes, and sources of funding
- Knowledge of commonly used budget and/or finance practices, procedures, regulations, precedents, policies, and guides that specifically pertain to the work assigned.
- Knowledge of spreadsheet, database and word processing applications for personal computers. Ability to communicate effectively, both orally and in writing, to prepare presentations, correspondence, and reports.
- Financial systems including QuickBooks (payroll, general ledger), MIP, and SAGE Intacct;
- Medical software including Change Healthcare (Medicare/Medicaid billing), Infinedy (commercial insurance), RPMS (electronic health record)

## **Responsibilities:**

- Coordinate all financial, GAAP, and related functions, and provide timely, accurate financial reports to the CEO and Governing Board of Directors, as directed.
- Provide leadership and education to the defined project team, identifying goals, objectives, outcomes and timelines for completion, as agreed upon by the CEO and the Board of Directors.
- Develop policies and procedures for the financial stability of the organization.
- Work directly with auditors and project team to meet all fiduciary and regulatory requirements in a timely and efficient manner. Reports on both internal and external audit measures.
- Assess QuickBooks current workflow processes, policies and procedures across all locations, assuring appropriate separation of duties by staff. Recommend and implement policies and procedures to standardize operations across all sites, as appropriate, and to meet applicable accounting standards and required financial management systems.

- Assist with developing and implementing tracking methods and tools to meet current needs and bring outstanding grants into compliance while maintaining an effective ongoing system.
- Create annual budgets with financial forecasting and planning for the organization.
- Maintains the confidentiality and safety of patient health information by complying with HIPAA, Privacy laws, and Security policies.
- Determine and recommend the most appropriate financial technology solution to support audit requirements and accurate fund accounting methodology.
- Utilizing standard operation procedures for procurement, provide leadership in the selection and implementation of appropriate financial technology solutions.
- Occasional travel required to various locations.
- Member of the Executive Committee.

## **Qualifications:**

- BS in Accounting, finance or related field is mandatory preferred Master degree in related field.
- At least 3-5 years' experience as Accountant/Controller in healthcare/clinics.
- MS, CPA are a plus
- 5+ years of progressive experience
- 3+ years of management experience
- Established work with Native communities in Pierre and Sioux Falls.
- Demonstrated strong organizational, communication, leadership, problem solving, and time management skills.

## **How to apply:**

Interested individual should email their resume and completed application to [carmen.rodriguez@sduih.org](mailto:carmen.rodriguez@sduih.org) applications can be found at <https://sduih.org/careers/>.

**INDIAN PREFERENCE** In accordance to IHS policy and Federal guidelines, preference will be given to qualified Indian applicants in accordance to Section 703 (i) of the Title VII of the Civil Rights Act of 1964. SDUIH is an Equal Opportunity Employer. Must be able to provide Indian Preference documentation if claimed.

SDUIH has the right to amend this job description as operational needs dictate. SDUIH is an at-will employer.