



# Financial Analyst

## Council Oak – Finance

**VACANCY ANNOUNCEMENT:** VA 25-232

**STARTING SALARY:** Negotiable

**CLOSING DATE:** Open Until Filled

Muscogee Nation Department of Health (MCN Health) provides comprehensive health care services to Native Americans living within the Muscogee Nation. MCN Health is an integrated system of six health centers, an Express Care Clinic, three hospitals, a physical rehabilitation center and nine comprehensive community health programs. Offering services across the lifespan including pediatrics, family medicine, nursing, dental, laboratory, radiology, pharmacy, behavioral health, emergency medical, audiology, nutrition, physical therapy, and optometry.

**DESCRIPTION OF ASSIGNMENT:** The purpose of this position is to assist with financial and budgeting activities of the Department of Health. The incumbent is responsible for maintaining MOR workbooks and data needed to populate, working with directors and managers to ensure proper accounting of payroll in programs, building databases to provide ability to obtain data on services, maintain and provide guidance to managers on timekeeping and scheduling systems. This is an exempt position as applicable to the FLSA. This position is located at the Council Oak Comprehensive Healthcare in Tulsa, OK.

**REQUIREMENTS:** A Bachelor's degree in business administration, Finance, Accounting or Information Technology. Four (4) years of relevant work required, experience in a healthcare environment is preferred. Applicant with a work record that demonstrates leadership in core values of the organization, clear and effective communications skills and a mature approach to problem-solving. Incumbent must be insurable, and a valid Oklahoma Driver's License is required.

**EVALUATION METHODS:** Applicants who meet the requirements described above will be evaluated to determine the extent to which they possess or have the potential to acquire knowledge, skills, abilities, and personal characteristics (KSAP's) required of this position. Applicants should address the following KSAP's on a separate attachment to their application.

- Professional knowledge of the principles and practices of governmental and/or tribal budgeting and accounting.
- Sufficient formal and/or informal training experience in database management systems analysis and management.
- Understanding of operating, financial, purchasing system concepts and services.
- Ability to troubleshoot, analyze and resolve problems that affect the operations of the Department of Health in relation to financial software and applications.
- Strong interpersonal and communication skills; capable of making presentations, training staff and upper management on financial applications.
- Ability to automate processes, create and maintain Excel workbooks/worksheets for monthly operating reviews, financial statements, annual budgeting and various analysis required.
- Ability to work within teams to determine appropriate system requirements and set-ups in regard to patient accounting systems, time-keeping and other Department of Health specific systems.
- High level of integrity, confidentiality and dependability with a strong sense of urgency and results orientation.

**PROCEDURES:** Apply online at Department of Health Application. (Current employees must use a transfer request form available on the intranet home page under forms). The KSAP's as outlined in the Evaluation Methods section should be addressed but are not required. For further information, call Tracy Watters at (918) 762-0307. The Department of Health is an Equal Opportunity Employer; however, Indian Preference will be applied in the case of equally qualified applicants.

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Staffing Coordinator

Date