



Choctaw Health Center

Administration
210 Hospital Circle
Choctaw, MS 39350
Department phone (601) 389-4250

JOB ANNOUNCEMENT# 004105

POSITION TITLE: Senior Healthcare Accountant
SALARY: Negotiable
SUPERVISOR: Financial Services Director
JOB LOCATION: Choctaw Health Center
TYPE OF EMPLOYMENT: Regular Full-Time /Non-Essential/ Exempt
OPENING DATE: APRIL 06, 2026 PR 0 6 2026
CLOSING DATE: APRIL 20, 2026 OR UNTIL FILLED

***Our Mission:** Delivering innovative, holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community.*

***Our Vision:** Achieve optimal health and well-being for the Choctaw People while honoring our cultural values.*

The Choctaw Health Center is a twenty-bed hospital located in Choctaw, Mississippi off of State Highway 16 on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities, Bogue Chitto, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 11,000+ members of the tribe's population across a ten-county area in East Central Mississippi. It is a 180,000 square foot comprehensive healthcare center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

Scope of Service and Effect:

The Senior Healthcare Accountant serves as an accounting leader responsible for the strategic, operational, and regulatory oversight of all revenue cycle functions within a Title V Self-Governance compacted tribal healthcare system operating under the Indian Self-Determination and Education Assistance Act (ISDEAA). Reporting directly to the Financial Services Director this position ensures financial sustainability, revenue integrity, federal funding accountability, and compliance with applicable federal, state, payer, and tribal regulations. The position supports compliance with DNV Healthcare Accreditation standards and ISO 9001 Quality Management System requirements, ensuring processes are documented, measurable, continuously improved,

and audit ready. This role includes preparing and maintaining accounting records and reports, reconciling accounts, managing month-end and year-end reporting processes, and ensuring compliance with accounting standards and organizational policies.

Supervisory Responsibilities:

1. Manages Choctaw Health Center accounting staff responsible for payroll management, accounting, cash management, accounts payable, procurement and inventory controls.
2. May oversee the scheduling, assignments, and daily workflow of other accounting and business-related program staff.
3. Recruits and hires accounting and financial staff and conducts performance evaluations.
4. Coordinates training programs for new staff and identifies training needs for current staff.

Core Responsibilities

1. Provide executive oversight of all revenue cycle operations including patient access, charge capture, coding, billing, claim processing, accounts receivable, denials management, and collections.
2. Monitor and improve key performance indicators including Days in Accounts Receivable (DAR), denial rate, net collection rate, clean claim rate, payer mix trends, and bad debt.
3. Ensure compliance with Title V Self-Governance compact obligations under ISDEAA and safeguard retained shares and third-party revenue.
4. Lead audit preparedness activities including Single Audit support, external financial audits, and regulatory reviews.
5. Maintain internal controls and segregation of duties to mitigate financial risk and fraud exposure.
6. Align revenue cycle workflows with DNV accreditation standards and ISO 9001 continuous improvement requirements.
7. Collaborate with compliance and risk management leadership to address reimbursement and documentation risk, including FTCA-related exposure considerations.
8. Prepare executive-level reports and revenue forecasts for Financial Services Director and Governing Board review, assisting with budgets, forecasting, and variance analysis.
9. Supervise, mentor, and evaluate revenue cycle and financial services staff.

Responsibilities and Duties:

1. The Senior Healthcare Accountant will work with CHC staff and other entities for financial improvements and operational quality performance of the hospital and clinics using analytical tools and communication strategies to increase revenues and decrease expenses for superior financial performance and compliance with regulatory requirements.

2. Effectively communicate with managers about department and program needs and requirements.
3. Performs revenue cycle, general cost accounting, and other related duties for the Choctaw Health Center as necessary or assigned.
4. Prepares financial reports and cost projections for internal use by other administrative and supervisory personnel and for external reporting to federal, state, and local funding agencies.
5. Establishes internal controls and guidelines for procurement, accounts payable, patient accounting, and PRC accounting transactions.
6. Establishes internal controls and guidelines for budget preparation and reporting.
7. Oversee preparation of business activity reports, financial forecasts, and annual budgets.
8. Oversee the production of periodic financial reports; ensures that the reported results comply with healthcare accounting principles and financial reporting standards.
9. Coordinates with outside auditors and provides needed information for the annual external audit.
10. Presents recommendations to management on short- and long-term financial objectives and policies.
11. Provides financial analysis with an emphasis on capital investments, pricing decisions, and contract negotiations.
12. Assist with IHS Self-Governance activities required to negotiate and monitor annual funding as appropriated by Congress for Indian Health Services through the Department of Health and Human Services.
13. Read and review contract agreements and notice of awards and maintain an understanding of grant and financial requirements of Choctaw Health Center programs.

Hours Worked:

This is a non-essential position working Monday through Friday, 8:00 a.m. to 4:30 p.m.; Occasional evening and weekend work may be required as job duties demand.

Work Environment:

The primary work setting is designated in CHC Administration area, a temperature controlled well lighted environment. Other assigned duties could take place in other areas of CHC which would also be in a temperature-controlled and well lighted environment. This position may require occasional travel via personal or tribal vehicle and air travel with occasional overnight out of town travel. This position may have a low-risk exposure to contagious diseases.

Physical Demands:

The incumbent may spend long hours sitting and using office equipment.

Job Hazards:

Employees may be exposed to bloodborne pathogens and infectious agents in a healthcare environment.

Other Requirements of the Position:

1. Must have ability to define problems, collect and analyze data, draw valid conclusions and make substantiated recommendations to solve problems for the Choctaw Health Center.
2. Must display a professional presence and consistently demonstrate honesty and fairness.
3. Working knowledge of rules and regulations concerning eligibility for Medicaid, Medicare, health insurance, disability, VA and other alternate resources.
4. Knowledge of Governmental Accounting and financial reporting in a Tribal healthcare setting, including experience with Single Audit and federal grant compliance.
5. Experience within tribal, IHS, rural, or federally funded healthcare systems.
6. Thorough knowledge of computers, computer networks and applications, healthcare and financial computer software applications.
7. Strong analytical, organizational, and communication abilities.
8. Ability to analyze and interpret financial data.
9. Excellent attention to detail and accuracy.
10. Ability to work independently and meet deadlines.
11. Complete training requirements, attend meetings, and complete monthly, quarterly, and annual reports as required.

Qualifications:

1. Master's degree in accounting or business administration with a concentration in accounting from an accredited college.
2. 10+ years of supervisory accounting experience in a healthcare setting.
3. Preference for Certified Public Accounting certification.
4. Experience with electronic health records, procurement, and accounting software packages is mandatory.
5. Experience interpreting, directing, and monitoring compliance of CMS billing and collection rules and regulations is mandatory.

6. Preference for experience preparing annual Medicare Cost Reports in a government setting.
7. Preference for Advanced Excel skills, including Pivot, Power Pivot and other data analysis tools
8. Provide proof of vaccination against the flu or provide a copy of a medical exemption.
9. Must possess a valid Mississippi driver's license and automobile liability insurance.
10. Must always maintain a current working telephone number.
11. Completion of MBCI employment criminal background investigation and pass a pre-employment drug test.

In accordance with the Choctaw Health Center Employee Health Program, an employee screening will be performed upon hire. Employees are encouraged to continue to receive routine examinations with their clinical provider of choice.

****CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE*****

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P. O. Box 6033, Choctaw Branch
Choctaw, MS 39350