



Choctaw Health Center

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

JOB ANNOUNCEMENT# 006105

POSITION TITLE: Healthcare Accountant
SALARY: Negotiable
SUPERVISOR: Senior Healthcare Accountant
JOB LOCATION: Choctaw Health Center
TYPE OF EMPLOYMENT: Regular Full-Time/Non-Essential/Exempt
OPENING DATE: AUGUST 20, 2026 AUG 20 2026
CLOSING DATE: SEPTEMBER 03, 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 Healthcare Accountant reports directly to the Senior Healthcare Accountant and is responsible for maintaining accurate financial records, preparing financial statements, and supporting compliance with Federal, State, Tribal, and payor regulations within a Title V Self-Governance compacted healthcare system. This position ensures proper accounting of third-party revenue, retained shares, and federal funding streams while supporting DNV Healthcare Accreditation and ISO 9001 Quality Management System standards. This role includes maintaining accounting records and reports, reconciling accounts, and assisting with month-end and year end reporting processes.

Responsibilities and Duties:

1. Perform general ledger reconciliations, journal entries, and variance analysis.
2. Monitor and reconcile patient accounts receivables and third-party reimbursements activity.
3. Prepare monthly, quarterly, and annual financial statements in accordance with GASB.
4. Support Single Audit preparation and documentation.
5. Maintain internal controls and documentation aligned with federal, state, Tribal, and DNV standards.
6. Assist with the creation of internal controls specific to accounting procedures, protocols and practices that address financial spreadsheets, budgetary language, and financial workflow.
7. Generate summary sheets for use by supervisor or auditor.
8. Prepare and review accounting reports for accuracy.
9. Maintains the Multiview general ledger.
10. Allocates expenditures to correct accounts according to departmental procedures.
11. Codes invoices, sets up new accounts, and reconciles accounts as assigned.
12. Reconciles accounts with the Tribal Finance Office at least monthly, verifying deposits, and addressing inquiries from external sources.
13. Verifies and/or completes payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
14. Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
15. Coordinates with software vendor to maintain accounting software systems; recommends updates and enhancements to the accounting software.
16. Monitors the purchasing and invoicing system.
17. Performs revenue cycle, general cost accounting, and other related duties for the Choctaw Health Center as assigned.

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. Excellent verbal and written communication skills.
2. Excellent organizational skills and attention to detail.
3. Knowledge of acceptable accounting practices and procedures.
4. Knowledge of general financial accounting and cost accounting.
5. Understanding of government and patient accounting principles.
6. Proficient with Microsoft Office Suite or similar software
7. Knowledge of Multiview or similar accounting software.

Qualifications:

1. Bachelor's degree in accounting or business administration with a concentration in accounting from an accredited college.
2. Preference for CPA, HFMA, CRCR, or other revenue cycle management certifications.
3. Preference for experience with health care accounting, patient accounting, or health care procurement.
4. Preference for experience with electronic health records, procurement, and accounting software packages.
5. Preference for experience with Single Audit and federal grant compliance.
6. Preference for Advanced Excel skills, including Pivot, Power Pivot and other data analysis tools
7. Provide proof of vaccination against the flu or provide a copy of a medical exemption.
8. Must possess a valid Mississippi driver's license and automobile liability insurance.

9. Must always maintain a current working telephone number.
10. 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