



NEBRASKA INDIAN COMMUNITY COLLEGE

VACANCY ANNOUNCEMENT

NOTICE: This announcement is not a complete job description. For a complete job description contact HR.

POSTION TITLE: Business Office Director

PRIMARY WORK LOCATION: South Sioux City Campus

CLOSING DATE: Until filled. For Priority consideration please submit all materials by April 12, 2023.

STARTING SALARY: \$65,000-\$75,000

ABOUT THE COLLEGE: *"The Nebraska Indian Community College provides quality higher education and lifelong educational opportunities for Umo^oho^o (Omaha) Isanti (Santee Dakota) and all learners."* Nebraska Indian Community College is envisioned as a comprehensive Tribal College which values service through high quality education. Institutional programs value and cultivate the creative and productive talents of learners, faculty, and staff, and seek ways to contribute to the self-sufficiency of the Nations served, the wellbeing of our communities, and the quality of life and development of its learners, faculty, and service areas.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

The Business Office Director has the administrative responsibilities for the direction, control, and coordination of the financial activities of the college including planning, reporting, developing basic systems of accounting, financial control and providing direction to the treasury function of cash management. Preparation, publication, and maintenance of the budget reports, fiscal liaison with federal, state, foundations, corporations, individuals and area funding authorities are under this jurisdiction.

SPECIFIC RESPONSIBILITIES AND DUTIES:

- Attend and assist the Board of Directors meetings in the non-voting Treasurer role.
- Management of the financial operations of the college.
- Chair Budget and Finance committee meetings.
- Assist with the planning and management of the annual capital and operating budgets.
- Develop, maintain, and evaluate financial accounting and record systems.
- Review and evaluate the organization of the Business Office.
- Evaluate and maintain internal controls and segregation of duties.
- Compile and review financial statements for accuracy and legal compliance and correct errors as necessary.
- Organize and update financial records.
- Monitor account balances and transfer grant funds as necessary.
- Balance the general ledger at least on a monthly basis.
- Prepare and assist with internal and external audits.
- Assist in providing schedules and commentary for account results and variances.
- Maintain a Business Office Policy and Procedure manual.
- Provide periodic financial reports to board members, executive staff, and/or grant management staff.
- Prepare monthly department reports to immediate supervisor and the Board.
- Complete timely drawdowns from funding agencies.
- Supervise business office staff including but not limited to, the Accounts Payable. Accounts Receivable/Student Billing Clerk, Payroll Clerk, Grant Writer, and Grants Administrator to accomplish all related tasks.
- Be familiar with the college mission, vision values, policies, and procedures.
- Perform other duties as assigned.

QUALIFICATIONS:

Master's degree in accounting with appropriate administrative experience preferred. Experience in Native American program administration and community college experience preferred.

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

- Proven ability to prioritize and handle multiple projects simultaneously.
- High degree of accuracy and attention to detail.
- Ability to organize effectively.
- Ability to maintain confidentiality of sensitive information.
- At least two years in accounting experience preferred.
- Ability to read and analyze financial reports.
- Excellent, effective oral and written communication skills
- Strong knowledge and understanding of Generally Accepted Accounting Principles (GAAP) and Uniform Grant Guidance.
- Proficient in Microsoft Office Word, Excel, and other Microsoft Office Suite products.
- Minimum of a bachelor's degree in accounting or finance.

HOW TO APPLY: You can visit us on the web at <http://www.thenicc.edu>. Applications are also available at any of our three campuses. Include the following: (1) a letter of intent outlining how you are qualified for the position based upon the qualifications and responsibilities, (2) a resume (3) a copy of official transcripts, and (4) an NICC Application. Please send your application materials to the Human Resources Director, Gregory Bass III at gbass@thenicc.edu.

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NICC (West Campus)
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NICC North Campus
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