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## Nebraska Indian Community College

### Human Resource Office

1111 Hwy 75 P.O. Box 428 Macy NE 68039  
(402) 494-2311 ext. 104

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## Vacancy Announcement

Position: Accounts Payable (AP)  
Supervisor: Business Office Director  
Status: Part-Time, Non-Exempt  
Location: Macy Campus  
Position open until filled

### Summary:

Accounts Payable is responsible for ensuring invoices are processed timely, accurately and with the supporting documentation.

### Minimum Qualifications:

An associate degree in related discipline as well as prior accounts payable and customer service experience preferred.

### Job Requirements:

The candidate will process accounts, invoices, employee purchase orders, reimbursements, and travel requests according to NICC's policies and procedures. Perform daily financial transactions including; verifying to ensure all supporting documentation is complete, classifying to correct ledger/program codes, computing, posting, processing and sending payments, and recording data. The position requires preparing financial reports and cross training to assist Business Office needs. Assist with record keeping of fixed assets and other duties as assigned.

### SPECIAL INSTRUCTIONS TO APPLICANTS:

Under Federal Law, all qualified Indian applicants will receive preference over non-Indian applicants. In the absence of qualified Indian applicants, consideration will be given to applicants without regards to race, color, creed, religion, sex, national origin, age, marital status, or veteran status, the presence of non-related medical condition or handicap, or other legally protected status. NICC is an Equal Opportunity Employer.

**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. Contact Marcia Robertson at (402) 241-5905 or email: [mrobertson@thenicce.edu](mailto:mrobertson@thenicce.edu)

**NICC (Main Campus)**  
1111 Hwy 75  
Macy, NE 68039  
Phone: 402-494-2311  
FAX: (402) 837-4183

**NICC (West Campus)**  
415 North River Road  
Niobrara, NE 68760  
Phone: 402-494-2311  
FAX: (402)857-2543

**NICC (North Campus)**  
2605 ½ Dakota Ave.  
South Sioux City, NE 68776  
Phone: 402-494-2311  
FAX: (402) 494-6195

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"An Equal Opportunity Provider and Employer"