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## Nebraska Indian Community College

# VACANCY ANNOUNCEMENT

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**POSITION TITLE:** Accounts Payable (*Part -time, non-exempt, hourly position*) **PRIMARY WORK**

**LOCATION:** Macy Campus **SUPERVISOR:** Business Office Director

**CLOSING DATE:** Until Filled

**STARTING PAY:** \$10-\$12/HR based upon experience

*\*Note\* This is a grant funded position and will end (contingent other funding sources) in September 2021.*

**ABOUT THE COLLEGE:** “The Nebraska Indian Community College provides quality higher education and lifelong educational opportunities for Umo’ho’ (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.

### **JOB DESCRIPTION:**

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.

### **QUALIFICATIONS:**

- An associate degree in related discipline, prior accounts payable and customer service experience preferred.

### **KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:**

Preferred candidates will have proven success in the following:

- High school diploma, associate degree in Accounting or Business preferred.
- 2-3 years’ experience with accounts payable or general accounting.
- Proficient Microsoft Office knowledge and skills
- Strong time management and organizational skills
- Knowledge of basic accounting principles
- High degree of attention to detail
- Ability to work independently and prioritize tasks
- Strong written and verbal communication skills

**SPECIAL INSTRUCTIONS TO APPLICANTS:** Nebraska Indian Community College gives preference to eligible and qualified applicants in accordance with the Indian preference in employment act and veterans’ preference. 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. 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/CV, (3) transcripts, and (4) an NICC Application. Please send your application materials to: HR Director Anthony Warrior [SanAWarrior@thenicc.edu](mailto:SanAWarrior@thenicc.edu).

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Macy, NE 68039  
Phone: 402-837-4183

**Santee Campus**  
North River Road  
Niobrara, NE 68760  
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**SSC Campus**  
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**Macy • Santee • South Sioux City**