



Nebraska Indian Community College

VACANCY ANNOUNCEMENT

POSITION TITLE: Accounting Clerk (*Full-time, exempt, Salary position*)
PRIMARY WORK LOCATION: Macy Campus, South Sioux City Campus
SUPERVISOR: Business Office Director
CLOSING DATE: Until Filled
STARTING PAY: \$17-19/hr +BENEFITS based upon experience.

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

This position provides accounting and clerical support to the business office. The individual will keep financial records updated, prepare reports, review reports for accuracy, and assist with reconciliations. This position will assist with research, improving business processes, communication and ensure compliance with all NICC financial policies.

Primary Duties.

- Organize and process financial transactions to include entering and posting credit card transactions to the accounting system, preparing deposits, assisting with payroll adjustments, and entering other accounting transactions as necessary.
- Assist with running financial reports and reviewing for accuracy.
- Assist with tracking and maintenance of timeline for business office projects.
- Maintain and update business office documents and filing system.
- Maintain and update approved vendor list.
- Route documents for signatures as needed.
- Reconcile check ledgers, scholarship distributions, and assist with bank recs as necessary.
- Receives shipments, tags items for inventory, completes required documentation, and informs appropriate staff on receipt of items.
- Corresponds with employees and advises them concerning implementation of accounting policy and procedures and assists with issues.
- Become familiar with, help implement and update NICC’s Accounting Policies and Procedures.
- Performs similar and/or other related duties as assigned or required.

QUALIFICATIONS:

- MINIMUM required associate degree in related discipline, prior bookkeeping or double entry accounting knowledge, and customer service experience preferred.
- PREFERRED: Bachelor’s degree in business and/or operations management

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- Minimum of two (2) years’ work experience, preferably in a tribal or community college setting
- Competency in Microsoft Office, Adobe, and accounting software knowledge and skills
- Familiarity with basic accounting procedures
- Possess a strong aptitude for numbers.
- Elevated degree of attention to detail
- Strong time management

- Strong organizational skills
- Ability to prioritize tasks.
- Able to work independently and as part of a team.
- Effective communication skills
- Adaptability
- Willingness to learn.
- Qualified applicants must be able to perform the essential functions of this position with or without reasonable accommodation.
- A strong knowledge of either the Umo^{ho} or Isanti Dakota people

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 and Business Office Director, Shona Campbell, SCampbell@thenicc.edu.

Macy Campus
 1111 Hwy 75
 Macy, NE 68039
 Phone: 402-837-4183

Santee Campus
 North River Road
 Niobrara, NE 68760
 Phone: 402-494-2311

SSC Campus
 2605 ½ Dakota Ave. South
 Sioux City, NE 68776
 Phone: 402-494-2311

Macy • Santee • South Sioux City