



# NEBRASKA INDIAN COMMUNITY COLLEGE

## ***Vacancy Announcement***

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**POSITION TITLE:** Accounts Receivable/ Student Billing Clerk (*Full-time, Hourly, non-exempt position*)

**PRIMARY WORK LOCATION:** South Sioux City Campus

**SUPERVISOR:** Business Office Director

**CLOSING DATE:** Until filled

**STARTING SALARY:** \$17-\$19 per hour

**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.

### **SUMMARY OF DUTIES:**

The Accounts Receivable / Student Billing Clerk is responsible for managing student billing through Empower, including processing tuition and fee transactions, generating monthly statements, reconciling accounts, coordinating with Financial Aid and the Registrar, and communicating with students regarding billing matters.

The role also manages accounts receivable in MIP by posting payments, maintaining accurate records, monitoring outstanding balances, preparing summaries, and supporting revenue forecasting.

Additional responsibilities include maintaining an inventory of office supplies and NICC-branded merchandise, conducting quarterly audits, tracking sales, and supporting campus events. The position also provides general business office support by assisting with deposits, invoices, audits, financial reporting, and maintaining confidential records.

### **Student Billing (Empower) (60%)**

- Process and maintain student billing transactions, including tuition, fees, auxiliary programs, and financial aid adjustments.
- Generate and distribute monthly billing statements and reports.
- Reconcile student accounts, identify discrepancies, and ensure corrective actions.
- Process tuition and fee refunds per NICC policy and federal regulations.
- Coordinate with Financial Aid and Registrar to align billing with enrollment and aid records.
- Communicate with students regarding billing inquiries, balances, and payment options.
- Develop and maintain internal Empower procedures for efficiency.

### **Accounts Receivable (MIP) (25%)**

- Process all accounts receivable transactions in MIP, including posting payments, adjustments, and reconciling balances.

- Track customer account details for non-payments, delayed payments, and other irregularities.
- Maintain accurate records of all receivables in MIP and reconcile to the general ledger.
- Collaborate with department leads to forecast revenue and support financial planning.
- Conduct periodic audits of accounts receivable and provide summary reports to the Business Office Director.

#### **Inventory & NICC Gear (15%)**

- Maintain inventory of business office supplies, instructional materials, and NICC-branded merchandise.
- Track purchasing, issuance, and sales, ensuring accurate accounting in MIP.
- Conduct quarterly inventory audits and reconcile stock records.
- Forecast supply needs and recommend cost-effective ordering strategies.
- Assist with sales, restocking, and tracking NICC gear at events.

#### **General Business Office Support (5%)**

- Assist with deposits, invoices, and other financial transactions.
- Support audit preparation and financial reporting.
- Maintain accurate and confidential financial records.
- Serve as a positive and professional representative of the Business Office.
- Perform other duties as assigned to support College financial operations.

#### **Qualifications**

- Bachelor's Degree required (accounting, business, or related field preferred).
- Knowledge of accounting software, spreadsheets, and word processing applications.
- Experience in higher education preferred.
- Ability to work collaboratively with a team.
- Strong communication, organizational, and time-management skills.
- Independent thinker with strong judgment, problem-solving ability, and attention to detail.
- Customer-service oriented within a college environment.
- Valid driver's license, acceptable driving record, and reliable transportation.
- Ability to work a flexible schedule.
- Professionalism, discretion, and the ability to interact effectively with all college constituents.
- Commitment to the mission of NICC and cultural competence in serving the Omaha and Santee communities.

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

*Preferred candidates will have proven success in the following:*

- Understanding of accounting principles, internal controls, and student billing processes.
- Ability to identify discrepancies and propose corrective action.
- Proactive problem-solving and adaptability to shifting priorities.
- Confidentiality and ethical financial practices.
- Commitment to continuous improvement and innovation in financial operations.

- At least 2 years of relevant work experience is strongly preferred.
- Proficiency in Office 365 and relevant accounting applications.

**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 regard to race, color, creed, religion, sex, national origin, age, marital status, or veteran status, the presence of a 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. **FACULTY:** 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) 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](mailto:gbass@thenicc.edu).

**NICC (South Campus)**  
111 Hwy 75  
Macy, NE 68039  
Phone: 402-837-4183

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

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