



NEBRASKA INDIAN COMMUNITY COLLEGE

Vacancy Announcement

POSITION TITLE: Accounts Receivable 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/hour Benefits

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:

- Actively support and advance the mission and vision of The Nebraska Indian Community College.
- Process student receivables, including entering charges for auxiliary programs, financial aid and other receipts and relevant charges. Post payments received to the appropriate student account
- Ensure student accounts are complete and accurate, respond efficiently to inquiries
- Process all receivables into the accounting system.
- Ensure all the college's deposits are recorded and posted efficiently and accurately.
- File and maintain deposit documents
- Ability to maintain confidentiality
- Prepare invoices
- Maintain the college's donor files
- Manage student tuition refund process
- Be a positive and collaborative member of the Business Office team
- Be a team player; cheerfully participate in and/or assist with other duties and routines regularly part of a school environment
- Meet regular and timely attendance requirements, including occasional evening, weekend, and other required events
- Adhere to NICC policies as described in the Employee Handbook and other materials
- Other Duties as Assigned

Essential Job Responsibilities

- Track, report and prepare accurate student billing statements according to policy and deadlines
- Organize a recovery system and initiate collection efforts
- Process adjustments and reconcile accounts
- Monitor customer account details for non-payments, delayed payments and other irregularities
- Maintain accurate accounts receivable customer files and documentation

- Follow established procedures for processing receipts, cash etc.
- Investigate and resolve customer queries
- Communicate with customers via phone, email, mail or personally
- Perform various clerical tasks including answering phones, faxing, filing, copying, etc.
- Completes all duties as assigned.

Qualifications

- Bachelor's Degree required, preferably in an accounting, business or related major
- Knowledge and ability with accounting software, spreadsheet, and word processing software
- Experience in a school financial department
- Technologically savvy and detail oriented
- Able to work collegially and collaboratively with a team
- Exceptional time management and organizational skills including the ability to prioritize and manage multiple projects simultaneously
- Demonstrate a strong work ethic and sense of personal responsibility
- Demonstrate the ability to think independently and critically, to anticipate and resolve time-sensitive issues with excellent judgment, attention to detail, and a solution-oriented focus
- Strong understanding and utilization of appropriate customer service skills within an independent Community college environment
- Valid Driver's License with acceptable driving record and reliable transportation
- Ability and willingness to work a flexible schedule
- A high degree of professionalism, tact, and discretion
- Ability, willingness, and judgment to interact and communicate effectively and professionally with all constituents in a college environment; demonstrate a high degree of tact and diplomacy
- Enthusiasm and commitment to the vision and mission of the school
- Experience creating written and visual content that is reflective of communities served, with an emphasis on respect, permission, and 'community voice'

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- At least 2 years of relevant work experience strongly preferred.
- Knowledge of general accounting procedures and relevant computer applications.
- Must be organized and detail orientated with a high attention to detail, strong communication and negotiation skills.
- Flexible with proven ability to conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
- Proficiency in Office 365 tools
- Cultural competence in serving the Omaha and Santee 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: Gregory Bass III at gbass@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