



NEBRASKA INDIAN COMMUNITY COLLEGE

VACANCY ANNOUNCEMENT

NOTICE: This announcement is not a complete job description. For a complete job description contact HR.

POSITION TITLE: Comptroller

PRIMARY WORK LOCATION: South Sioux City Campus

STARTING WAGE: \$68,000-\$73,000

CLOSING DATE: UNTIL FILLED

ABOUT THE COLLEGE: *"The Nebraska Indian Community College provides quality higher education and lifelong educational opportunities for Umo^oho^o (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.

QUALIFICATIONS:

- Active Certified Public Accountant (CPA) license (required)
- Bachelor's degree in Accounting, Finance, or a related field
- Minimum of 3–5 years of progressive accounting experience
- Demonstrated experience supporting and coordinating external audits and Single Audits
- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Proficiency in accounting systems and Microsoft Excel
- Experience with grant accounting and federally funded programs preferred
- Ability to work collaboratively across departments and primarily on campus to support financial operations

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- Audit preparation and coordination, including workpapers, schedules, reconciliations, confirmations, and audit requests
- Serving as an operational liaison with external auditors, leadership, and internal departments
- Maintaining and reconciling general ledger accounts and trial balances
- Managing structured month-end and year-end close processes
- Understanding and applying internal controls, segregation of duties, and compliance requirements
- Experience with grant accounting, SEFA preparation, and federally funded programs
- Strong analytical, organizational, and documentation skills
- Effective written and verbal communication skills
- Ability to manage multiple deadlines in a confidential, deadline-driven environment
- Ability to provide guidance and support to staff on financial procedures and compliance

SUMMARY OF DUTIES AND RESPONSIBILITIES:

Under the direction of the Vice President of Administration, the Controller oversees and supports the College's accounting operations, coordinates audit-related activities, and serves as a key participant in financial reporting, grant accounting, compliance, and audit readiness. The Controller works in close collaboration with the Grant Manager to support grant reconciliations, documentation, and reporting workflows.

The Controller serves as a key participant and primary operational liaison for the annual external audit and Single Audit. This includes preparation of audit schedules, reconciliations, confirmations, and supporting documentation; coordination of audit requests; and timely response to audit inquiries. The position prepares and maintains the

Schedule of Expenditures of Federal Awards (SEFA) and supports Single Audit documentation and testing. The Controller maintains financial documentation standards and record retention in accordance with federal and institutional requirements and assists with responding to audit findings and implementing corrective action plans. The Controller manages and enforces a structured month-end and year-end close process, including timelines, reconciliations, review procedures, and financial reporting. The position prepares and maintains accurate monthly and year-end trial balances, financial schedules, variance analyses, and reporting for leadership and quarterly financial review meetings.

The Controller supports daily accounting functions including accounts payable, accounts receivable, payroll accounting, cash management, and fixed asset tracking. The position prepares and/or reviews monthly bank reconciliations, investigates discrepancies, and ensures cash balances accurately reconcile to the general ledger in accordance with internal control standards.

The Controller supports grant accounting activities and compliance with federal, state, tribal, and institutional requirements and works directly with the Grant Manager to support grant reconciliations, audit preparation, documentation, and reporting workflows. The position provides reconciled data, schedules, trial balances, SEFA, and supporting documentation to support preparation of federal financial reports (SF-425 and SF-270), which are prepared and submitted by the Grant Manager. The Controller performs ongoing grant reconciliations, proactively resolves discrepancies to ensure clean reporting and timely reimbursements, and coordinates financial closeout of grants, including final reconciliations and audit-ready documentation.

The Controller supports annual institutional budget preparation, budget monitoring, forecasting, and variance analysis. The position assists with grant budget development, tracking, forecasting, and financial projections and prepares financial and grant reporting schedules for quarterly financial and grant review meetings with leadership, the Grant Manager, and program staff.

The Controller assists with documenting, strengthening, and maintaining internal accounting controls and segregation of duties to safeguard institutional assets and ensure regulatory compliance. The position provides training and guidance to staff and program personnel on financial procedures, grant compliance requirements, documentation standards, and internal controls to promote consistency, compliance, and audit readiness. Other duties may be assigned as necessary to support the Business Office and institutional financial operations.

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, religion, sex, national origin, age, sexual orientation, gender, 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. **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 Office at hr@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