



# 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<sup>o</sup>ho<sup>o</sup> (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.

### POSITION SUMMARY:

Reporting to the Vice President of Administration and Finance/CFO, the Comptroller provides hands-on accounting leadership and supervises a small accounting team (2-3 staff). This role ensures accurate financial operations, compliance with internal controls, and proper fund accounting, while supporting the CFO in budgeting, audits, and strategic finance.

The Comptroller focuses on core accounting operations, internal controls, fund management, financial reporting, and team supervision across the College's accounting functions, including accounts receivable, accounts payable, payroll, fixed assets, and bank reconciliations. This position manages accounting for all fund types, including grants, student financial aid, endowment/investment portfolio, and unrestricted operating accounts.

### KEY RESPONSIBILITIES:

- Oversee all accounting operations, including general ledger, trial balances, reconciliations, journal entries, and month-end, grant-end, and fiscal-year-end close
- Supervise a small accounting team (2–3 staff), overseeing accounts receivable, accounts payable, payroll, and fixed assets
- Maintain fund accounting practices for all funds, including grant funds, student financial aid, endowment/investment portfolio, and unrestricted operating accounts, ensuring compliance with GAAP and internal controls with awareness of applicable federal regulations
- Support cash management activities, including preparing cash forecasts, monitoring account balances, and coordinating funding needs to ensure timely payment of obligations
- Prepare schedules, reconciliations, and supporting documentation for internal and external audits, including Single Audits and SEFA, and support financial closeout of grants with the CFO
- Provide guidance, training, and mentorship to accounting staff to ensure accurate, compliant, and efficient financial operations
- Support CFO in financial reporting, analysis, budgeting, variance review, and strategic finance initiatives
- Collaborate with departments to ensure accurate financial records and adherence to policies
- Assist the CFO with financial operations related to sponsored programs, including reconciliations, accruals, and schedules to facilitate grant reporting
- Other duties as assigned

### QUALIFICATIONS:

#### Required:

- Bachelor of Science in Accounting or Bachelor of Science in Business Administration with a concentration in Accounting

- Minimum of 4–5 years of progressive accounting experience
- Supervisory experience
- Experience in nonprofit accounting
- Demonstrated experience supporting external audits and Single Audits
- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Proficiency in accounting systems and Microsoft Excel
- Ability to work collaboratively to support financial operations

**Preferred:**

- Certified Public Accountant (CPA) license
- Experience in higher education accounting

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

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

- Maintaining and reconciling general ledger accounts and trial balances
- Managing structured month-end, grant-end, and year-end close processes
- Supporting audit preparation, including workpapers, schedules, reconciliations, and audit requests
- Understanding and applying internal controls, segregation of duties, and compliance requirements
- Ability to monitor and manage multiple fund types, cash balances, and funding needs in compliance with GAAP and internal controls
- 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

**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](mailto: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