NEBRASKA INDIAN COMMUNITY COLLEGE

VACANCY ANNOUNCEMENT

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

POSITION TITLE: Vice President of Finance / Chief Financial Officer (CFO)
PRIMARY WORK LOCATION: Macy, South Sioux City, or Santee Campus
REPORTS TO: President
FLSA STATUS: Exempt, Full-Time
CLOSING DATE: Until filled. Priority consideration given to applications received by November 11, 2026.
SALARY RANGE: $75,000–$90,000 (Based on experience and qualifications)

ABOUT NEBRASKA INDIAN COMMUNITY COLLEGE

"The Nebraska Indian Community College provides quality higher education and lifelong educational opportunities for Umonhon (Omaha), Isanti (Santee Dakota), and all learners." Nebraska Indian Community College is envisioned as a comprehensive Tribal College that 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 well-being of our communities, and the quality of life and development of its learners, faculty, and service areas.

POSITION SUMMARY

The Vice President of Finance / Chief Financial Officer (CFO) serves as the College's senior financial executive and principal financial advisor to the President. Reporting directly to the President and serving as a member of the Executive Leadership Team, this position provides strategic leadership and oversight of all institutional financial operations, including budgeting, accounting, financial reporting, grant fiscal management, audits, internal controls, and Business Office operations.

The Vice President of Finance / CFO is responsible for ensuring financial integrity, transparency, regulatory compliance, and long-term institutional sustainability. This position requires strong technical accounting expertise, sound financial judgment, effective executive leadership, and the ability to communicate financial information accurately and clearly.

The successful candidate must demonstrate accountability, professionalism, collaborative leadership, and consistent follow-through while supporting the College's mission and commitment to the Umonhon and Isanti communities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Executive Financial Leadership and Institutional Accountability

- Serve as the College's principal financial advisor to the President and Executive Leadership Team.
- Report directly to the President and maintain accountability for institutional financial operations, financial reporting, and assigned responsibilities.
- Attend all regularly scheduled and special Board of Directors meetings unless excused in advance by the President. Attendance is a mandatory responsibility of the position.
- Prepare and present accurate, timely, and appropriately reviewed financial statements to the President and, as directed by the President, to the Board of Directors.

- Proactively communicate financial performance, material discrepancies, outstanding obligations, compliance risks, and unresolved matters to the President, ensuring timely, accurate, and transparent financial reporting.
- Chair the College's Budget and Finance Committee, including leading meetings, establishing agendas, coordinating financial discussions, and ensuring follow-through on committee recommendations.
- Develop long-term financial strategies that support institutional sustainability, strategic priorities, and responsible stewardship of resources.
- Provide financial analysis and recommendations regarding major expenditures, staffing, capital investments, and institutional initiatives.
- Support institutional accreditation, strategic planning, and continuous improvement efforts.

2. Budgeting, Accounting, and Financial Operations

- Lead the development, implementation, and monitoring of annual operating, capital, and grant-funded budgets.
- Develop multi-year financial projections, cash flow forecasts, and budget variance analyses.
- Oversee all institutional accounting functions, including the general ledger, accounts payable, accounts receivable, payroll accounting, and student billing.
- Ensure accurate and timely completion of monthly reconciliations, financial closing procedures, and financial statements.
- Maintain compliance with Generally Accepted Accounting Principles (GAAP) and applicable financial reporting standards.
- Maintain sufficient technical proficiency to independently review financial transactions, verify reconciliations, evaluate financial reports, and identify accounting errors without relying exclusively on subordinate staff or external consultants.
- Monitor institutional cash flow, banking activities, financial obligations, and available reserves.
- Collaborate with department leadership to monitor expenditure, manage budgets, and support responsible financial decision-making.
- Identify financial discrepancies, implement corrective measures, and maintain accountability for accurate financial records.

3. Grant Compliance, Audit Management, and Financial Accountability

- Oversee financial administration of federal, state, tribal, foundation, and other institutional grants and contracts.
- Ensure compliance with applicable Uniform Guidance (2 CFR Part 200), grant agreements, and funding agency requirements.
- Monitor grant expenditures, allowable costs, cost allocations, financial reporting, and reimbursement requirements.
- Ensure timely and accurate federal grant drawdowns and financial reporting to funding agencies.
- Serve as the institutional lead for annual financial audits and Single Audits, as applicable.
- Establish audit preparation schedules, coordinate with external auditors, and ensure required documentation is completed within established deadlines.
- Develop, implement, and monitor corrective action plans addressing audit findings and financial deficiencies.
- Oversee contracted accounting professionals and financial consultants while maintaining institutional accountability for financial operations.
- Maintain financial documentation and reporting necessary to support accreditation and regulatory compliance.
- Communicate significant audit concerns, financial discrepancies, or compliance risks promptly to the President.

4. Internal Controls, Procurement, and Risk Management

- Develop, implement, and maintain effective internal financial controls to safeguard institutional resources.
- Ensure appropriate segregation of duties, authorization procedures, and financial approval processes.
- Oversee procurement, purchasing, institutional credit card expenditures, travel expenses, and financial aspects of contracts.
- Ensure expenditures comply with College policies, grant restrictions, and applicable regulations.
- Monitor institutional assets, equipment, capital expenditures, and financial obligations.
- Identify financial and operational risks and recommend preventive measures and corrective actions.
- Maintain and regularly review Business Office policies, procedures, and financial controls.
- Promote ethical financial practices, transparency, and accountability throughout the College.

5. Business Office Leadership and Professional Accountability

- Provide leadership and supervision to assigned Business Office personnel, including accounting, accounts payable, accounts receivable, payroll, grants management, and other assigned staff.
- Establish clear performance expectations, departmental priorities, deadlines, and accountability measures.
- Conduct regular staff meetings, performance evaluations, coaching, and professional development activities.
- Monitor assigned responsibilities and ensure timely completion of financial tasks and institutional obligations.
- Address performance deficiencies promptly and consistently in coordination with Human Resources.
- Promote cross-training, operational continuity, and effective use of financial management systems.
- Foster a professional, respectful, and collaborative work environment across all College departments and campuses.
- Demonstrate effective communication, sound judgment, conflict resolution, and professional conduct when interacting with employees, students, and institutional partners.
- Maintain accountability for departmental performance, communicate operational challenges promptly, and demonstrate consistent follow-through on assigned responsibilities.

6. Institutional Collaboration and Other Responsibilities

- Collaborate with Academic Affairs, Student Services, Human Resources, Information Technology, and other departments on financial matters.
- Coordinate with Human Resources and payroll personnel regarding staffing budgets, compensation expenditures, employee benefits costs, and payroll reconciliation.
- Work with Financial Aid and Student Services to support accurate student billing, scholarship accounting, and financial aid reconciliation.
- Provide financial guidance and training to department directors and grant-funded program managers.
- Maintain professional relationships with tribal governments, funding agencies, auditors, vendors, and institutional partners.
- Participate in required institutional meetings, committees, training, and professional development activities.
- Maintain confidentiality, ethical judgment, and professionalism in all financial matters.
- Travel between College campuses and attend meetings or training as required.
- Perform other duties as assigned by the President, consistent with the responsibilities and scope of the position.

MINIMUM QUALIFICATIONS

- Master's degree in Accounting, Finance, Business Administration, or a closely related field required.
- Minimum five (5) years of progressively responsible experience in accounting, financial management, budgeting, or related financial operations.
- Minimum three (3) years of supervisory or financial leadership experience.
- Demonstrated experience managing federal grants, including financial reporting, drawdowns, and compliance requirements.
- Demonstrated experience preparing or overseeing financial statements, general ledger reconciliations, and financial reporting.
- Experience coordinating financial audits and addressing audit findings.
- Proficiency in financial accounting software, spreadsheet applications, and financial reporting systems.
- Demonstrated ability to manage competing priorities, meet deadlines, and maintain accurate financial records.

PREFERRED QUALIFICATIONS

- Certified Public Accountant (CPA) or Certified Management Accountant (CMA) designation.
- Financial leadership experience within a Tribal College or University, higher education institution, tribal government, or nonprofit organization.
- Experience with MIP Fund Accounting, Paylocity, and UKG financial management, payroll, and human resources systems.
- Experience managing complex federal grant portfolios and indirect cost allocations.
- Experience with higher education financial management systems or enterprise resource planning (ERP) software.
- Experience implementing financial systems, strengthening internal controls, or improving accounting procedures.
- Experience with institutional accreditation, financial sustainability planning, and Board-level financial reporting.
- Familiarity with tribal governance, community priorities, and the mission of Tribal Colleges and Universities.

KNOWLEDGE, SKILLS, AND ABILITIES

The successful candidate must demonstrate:

- Advanced knowledge of GAAP, financial reporting, fund accounting, and federal grant regulations.
- Strong understanding of Uniform Guidance and financial compliance requirements.
- Ability to independently interpret financial statements, general ledger transactions, reconciliations, and audit documentation.
- Strong analytical, financial planning, and problem-solving skills.
- Ability to communicate financial information accurately, transparently, and effectively to governing boards and institutional leadership.
- Demonstrated ability to establish positive professional relationships, manage conflict constructively, and collaborate with employees across all levels of an organization.
- Proven ability to independently manage complex financial responsibilities, establish priorities, meet deadlines, and maintain accountability for results.
- Effective supervisory, coaching, and performance management skills.
- Sound professional judgment, integrity, confidentiality, and ethical decision-making.
- Cultural competence, respect for tribal sovereignty, and commitment to serving tribal communities.

WORK ENVIRONMENT AND EXPECTATIONS: This is a full-time executive leadership position requiring regular collaboration with institutional leadership and staff across the College's three campuses. Attendance at all regularly scheduled and special Board of Directors meetings is mandatory unless excused in advance by the President. Failure to meet attendance expectations without prior authorization may result in corrective action consistent with college policy. The position may require occasional evening or weekend work to meet Board meeting schedules, audit deadlines, financial reporting obligations, or other institutional priorities. Travel between campuses and to professional meetings or training may be required.

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 .

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