



NEBRASKA INDIAN COMMUNITY COLLEGE

Job Description

POSITION TITLE: Vice President of Finance

PRIMARY WORK LOCATION: South Sioux City Campus (Multi-Campus Oversight Required)

REPORTS TO: President

FLSA STATUS: Exempt

CLOSING DATE: Until filled. Priority consideration given to applications received by 03/03/2026

SALARY RANGE: \$72,000 – \$85,000 (Based on experience and qualifications)

ABOUT NEBRASKA INDIAN COMMUNITY COLLEGE

"The Nebraska Indian Community College provides quality higher education and lifelong educational opportunities for Umo'ho" (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 serves as the senior executive responsible for all financial functions of the College and provides strategic leadership for the Business Office. As a member of the President's Executive Leadership Team, this position ensures fiscal integrity, long-term sustainability, regulatory compliance, and sound stewardship of institutional resources.

The Vice President of Finance has comprehensive oversight of:

- Institutional budgeting and long-range financial planning
- Accounting operations and financial reporting
- Grant fiscal compliance and fund management
- Internal controls and risk management
- Audit coordination and regulatory reporting
- Cash management and treasury functions
- Business Office leadership and supervision
- Financial policy development
- Board financial reporting and support

ESSENTIAL DUTIES AND RESPONSIBILITIES

Executive Financial Leadership

- Serve as the Chief Financial Advisor to the President and Executive Leadership Team.
- Attend and assist Board of Directors meetings in the non-voting Treasurer role.
- Prepare and present accurate, timely financial reports to the Board.
- Provide strategic financial analysis to support institutional decision-making.
- Develop long-term financial sustainability plans.
- Participate in accreditation processes related to fiscal stability and compliance.

Budget Development & Financial Planning

- Lead development and administration of annual operating and capital budgets.
- Chair the Budget and Finance Committee.
- Develop multi-year financial projections and enrollment-based financial modeling.
- Monitor institutional performance against budget and provide variance analysis.
- Implement performance-based budgeting practices where appropriate.

Accounting & Financial Management

- Oversee all accounting operations of the College.
- Ensure integrity and maintenance of the general ledger.
- Supervise monthly reconciliations and financial close processes.
- Direct preparation of monthly, quarterly, and annual financial statements.
- Ensure accurate tracking of restricted, unrestricted, and grant funds.
- Maintain compliance with Generally Accepted Accounting Principles (GAAP).

Grant & Regulatory Compliance

- Ensure compliance with Uniform Guidance (2 CFR Part 200).
- Oversee fiscal management of federal, state, tribal, and foundation grants.
- Ensure timely and accurate financial reporting to funding agencies.
- Monitor allowable costs and grant drawdowns.
- Coordinate and prepare for annual Single Audits.

Internal Controls & Risk Management

- Design and maintain effective internal control systems.
- Ensure segregation of duties and fraud prevention safeguards.
- Maintain and update Business Office policies and procedures.
- Oversee institutional financial risk assessment and mitigation efforts.

Audit & Financial Oversight

- Serve as institutional lead for annual financial and Single Audits.
- Coordinate responses to audit findings and corrective action plans.
- Ensure compliance with accreditation financial standards.

Cash & Treasury Management

- Oversee cash flow forecasting and liquidity management.
- Maintain banking relationships.
- Monitor institutional account balances and fund transfers.

Business Office Leadership

The Vice President of Finance provides direct supervision and leadership to the Business Office team, including but not limited to:

- Accounts Payable
- Accounts Receivable / Student Billing
- Payroll

- Grants Manager
- Other assigned staff

Responsibilities include performance management, staff development, workflow oversight, and operational continuity planning.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, or related field (required)
- Master's degree preferred
- Minimum five (5) years of progressive financial management experience
- Minimum three (3) years of supervisory experience
- Experience managing federal grant funds
- Experience in nonprofit, tribal, governmental, or higher education settings preferred

PREFERRED QUALIFICATIONS

- Certified Public Accountant (CPA) preferred
- Experience in Tribal College administration
- Experience with Audits
- Experience with financial system implementation

KNOWLEDGE, SKILLS & ABILITIES

- Advanced knowledge of GAAP
- Strong understanding of Uniform Grant Guidance
- Excellent analytical and strategic planning skills
- Strong written and oral communication skills
- Ability to maintain confidentiality
- Cultural competence and commitment to tribal communities

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 (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)
1111 Hwy 75
Macy, NE 68039
Phone: 402-837-4183

NICC (West Campus)
415 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