



# 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](mailto:hr@thenicc.edu).

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**Macy, NE 68039**  
**Phone: 402-837-4183**

**NICC (West Campus)**  
**415 North River**  
**Road Niobrara, NE**  
**68760**  
**Phone: 402-494-2311**

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**2605 ½ Dakota Ave.**  
**South Sioux City, NE 68776**  
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