

15. Represents the college in a professional manner at business meetings and acts and agent of the college in business contacts.
16. Responsible for maintenance and enforcement of financial management policies.
17. Attends and reports at monthly Board of Trustees meeting.
18. Provide friendly, helpful customer service to students, clients and visitors.
19. Other duties, as assigned by Administration or Board of Trustees.
20. Attend all scheduled college functions and meetings as requires.
21. Serve on college committees as appointed.
22. Promote and participate in student and community activities, (i.e. clubs, AIHEC, cultural events.)
23. Promote and recruit students for Sitting Bull College.

QUALIFICATIONS:

1. CPA required with Bachelor's degree in accounting and with five (5) years' of relevant experience in area of accounting and finance preferred.
2. Experience in grants management.
3. Supervisory experience necessary.
4. Exceptional computer skills needed.
5. Exceptional communication and organizational skills a must.
6. Knowledge of computerized accounting software is required.

New hires are subject to Tribal background check and pre-employment drug/alcohol testing. Must be drug and alcohol free. AA * EEO * M * F * V Employer

Please submit: Cover letter, Resume, official transcripts, 3 current reference letters signed and dated (1 from immediate supervisor), certificate of Indian blood (if applicable), copy of Social Security Card & Valid driver's license & SBC Background check to:

Personnel Office Sitting Bull College 9299 HWY 24 Fort Yates, ND 58538 (701)854-8004

Any applicant not having the above documents enclosed will not be considered