



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

[www.sittingbull.edu](http://www.sittingbull.edu)

701.854.8000

### EMPLOYMENT OPPORTUNITIES

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<b>Closing Date:</b>	<b>Until Filled</b>
<b>POSITION TITLE:</b>	Comptroller
<b>LOCATION:</b>	Sitting Bull College Fort Yates, ND
<b>SALARY:</b>	Administrator (Exempt)
<b>SUPERVISION:</b>	Vice President

#### SUMMARY OF WORK:

Responsible for all financial matters for Sitting Bull College according to Generally Accepted Accounting Principles involved with not for profit fund accounting. Responsibilities include general operating fund, grant funds, auxiliary business funds, investment funds and cash flow management. Act as chief advisor to Administration and Board of Trustees on all financial policies and administration of financial affairs.

#### DUTIES AND RESPONSIBILITIES:

1. Responsible for development and monitoring of annual general fund budget as approved by the Board of Trustees.
2. Supervises all financial accounting including accounts payable, accounts receivable and payroll; provides for safekeeping and safeguarding of all monies including investments.
3. Provides direction and feedback on all contracts and grants as well as preparing and monitoring the budget of all grants awarded.
4. Responsible for monitoring indirect cost budget and submission of indirect cost proposal.
5. Responsible for reconciling general fund and grant expenditures to general ledger on a monthly or quarterly basis; completes appropriate journal entries as needed and submits financial reports to appropriate agency as required.
6. Completes bank reconciliations of all bank accounts on a monthly basis and makes appropriate journal entries as needed.
7. Prepared monthly financial reports to Board of Trustees including status of bank accounts.
8. Prepares an annual report on the investment accounts including the endowment and scholarship accounts and makes recommendations as needed; informs financial aid officer the dollar amount available for scholarships.
9. Oversees the inventory of all college property on an annual basis.
10. Arranges for and prepares required financial reports for completion of annual financial audit.
11. Prepare and submit quarterly and annual tax documents.
12. Works with financial aid officer to assure that all financial aid funds are disbursed according to federal guidelines.
13. Completes all drawdowns of federal funds awarded in an accurate and timely manner.
14. Maintains monthly cash flow forecasts and compares with actual expenditures to assure there will be no cash shortage in bank accounts.

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. Bachelor's degree in accounting with a CPA certification preferred or five (5) years of GAAP experience in area of accounting and finance.
2. Three years of successful completion of organizations audits – must submit letter from a CPA firm verifying the three years.
3. Experience in grants management.
4. Supervisory experience necessary.
5. Exceptional computer skills needed.
6. Exceptional communication and organizational skills a must.
7. Knowledge of computerized accounting software is required.

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**New hires are subject to Federal, State, Tribal background checks and pre-employment drug/alcohol testing. 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.**