



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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**Closing Date:** **Until Filled**  
**POSITION TITLE:** Finance Technician  
**LOCATION:** Sitting Bull College  
Fort Yates, ND  
**SALARY:** Administrative Level III (Non-Exempt)  
(\$38,800 to \$47,800)  
**SUPERVISION:** Vice President of Operations

**SUMMARY OF WORK:**

The Finance Technician will be responsible for all tasks relating to payroll processing, maintaining employee personnel records, and grant financial information within Jenzabar.

1. Prepares and maintains all human resource/payroll information in Jenzabar.
2. Reviews all timesheets for proper completion along with proper signatures.
3. Inputs data into payroll accounting system.
4. Runs and distribute payroll for all faculty, staff and board members on a bi-weekly or monthly basis in a timely, confidential manner.
5. Answering employees' questions and concerns regarding payroll.
6. Issuing statements detailing earnings and deductions.
7. Prepare quarterly and annual payroll reports.
8. Maintain employee personnel files.
9. Prepares and distributes job vacancy announcements when needed.
10. Maintain job vacancies on the College's website.
11. Advertises job vacancies when needed.
12. Assures that proper documentation is submitted to advertise positions.
13. Reviews all job descriptions and update as necessary.
14. Maintain and update Grants Manual as necessary to meet federal regulations.
15. Complete quarterly drawdowns of federal funds awarded in an accurate and timely manner.
16. Provide Vice President of Operations with appropriate grant journal entries, i.e. indirect costs, deferred revenue, receivables, and correcting entries.
17. Maintain and assist grants managers with maintenance of budgets within the Jenzabar projects system.
18. Must communicate effectively with others.
19. Provide friendly, helpful customer service to students, clients and visitors.
20. Other duties, as assigned by Vice President.
21. Attend all scheduled college functions and meetings as required.
22. Serve on college committees as appointed.
23. Promote and participate in student and community activities. (i.e. clubs, AIHEC, cultural events.)
24. Promote and recruit students for Sitting Bull College.

QUALIFICATIONS:

1. Bachelor's degree in accounting or related area with two-three years' experience in the payroll preferred, Associate degree in accounting or related area required.
2. Computer skills are required.
3. Knowledge of computerized accounting software is necessary.
4. Organizational skills are helpful.

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**New hires are subject to Federal. State Tribal background checks and pre-employment drug/alcohol testing. Must be drug and alcohol free. AA \* EEO \* M \* F \* B 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**