

White Earth Tribal and Community College  
Position Announcement  
Deadline to apply: Until Filled

Job Title: Accountant/Finance Specialist  
Reports to: Director of Finance  
Status: Fulltime Permanent  
Salary: DOQ

Summary: Under the Supervision of the Director of Finance, is responsible for various functions in the Finance Department, including compiling payroll data, processing payroll, reconciling general ledger accounts, and related AP/AR function. Assists with monitoring and reporting on grant finances in accordance to the terms of the federal, state, or private grant award.

Qualifications: A.A Degree Accounting, Finance, or related field required. Two years of progressively responsible experience in accounting and finance. Experience in a higher education setting preferred. Minimum two years of experience in Payroll, AP/AR or related field. Combination of education and experience may be considered.

Complete application materials include: Letter of intent, WETCC application, resume, official transcripts if applicable, and two letters of recommendation/and or a list of references. Complete job description and application available at [www.wetcc.edu](http://www.wetcc.edu) or by calling Denise Askelson at 218-935-0417, Extension 332.

\* Equal Opportunity Employer with Indian and Veteran preference.

Send complete application materials to:

White Earth Tribal and Community College  
Denise Askelson, Human Resources  
2250 College Road  
Mahnomen, MN 56557  
Email: [denise.askelson@wetcc.edu](mailto:denise.askelson@wetcc.edu)