

White Earth Tribal and Community College

Position Announcement

Deadline to apply: July 7<sup>th</sup>, 2017

Job Title: Business Office/Bookstore Clerk

Reports to: Director of Finance

Status: Fulltime/Seasonal/negotiable

Salary: \$13 - \$15 Hourly

**Summary:** Under the supervision of the Director of Finance, provides clerical assistance to support the customer service needs of the Business Office and processes and/or confirms purchase orders. Maintains related records and/or database for accuracy. Maintains the textbook inventory and is responsible for keeping accurate inventory numbers in Accounting Software programs.

**Qualifications:** Associates Degree in Accounting preferred. Minimum two years of work experience performing business office functions required. Combination of education and experience may be considered.

Individual background check required.

Complete application materials include: Letter of intent, application, resume, transcripts if applicable, and two letters of recommendation or references. 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 American Indian and Veteran preference.

Send complete application materials to:

White Earth Tribal and Community College

Denise Askelson, Human Resources

2250 College Road – PO Box 478

Mahnomen, MN 56557

Email: [denise.askelson@wetcc.edu](mailto:denise.askelson@wetcc.edu)

### **WETCC Mission**

White Earth Tribal and Community College is an institution dedicated to academic excellence grounded in Anishinaabe culture, values, and traditions.