

**White Earth Tribal and Community College**

**Position Announcement**

**Deadline to apply: March 23, 2018**

**Job Title:** Finance Assistant/CAMS Manager/Data Analyst

**Reports to:** Director of Finance

**Status:** Full-time

**Summary:** Under the supervision of the Director of Finance, assists with various functions in the Accounting Department, including compiling payroll data, processing payroll, reconciling invoices and related AP/AR functions; in addition, serves as the central point person to WETCC gathering multiple data sources and compiling the information into meaningful reports to aid in decision making.

**Qualifications:**

- High School Diploma/GED required
- Associate Degree in Accounting and additional experience working in a higher educational setting preferred
- Minimum of one-year experience required performing Payroll, AP/AR or related procedures.

How to apply:

**Complete application materials include:**

Letter of intent, WETCC application, resume, and list of references. Applications available at [www.wetcc.edu](http://www.wetcc.edu) or by calling/emailing Denise Askelson at 218-935-0417, Extension 332, or [denise.askelson@wetcc.edu](mailto:denise.askelson@wetcc.edu)

**Send complete application materials to:**

White Earth Tribal and Community College  
Denise J. Askelson, Human Resources  
102 3rd Street NE – PO Box 478  
Mahnomen, MN 56557

\*\*Equal Opportunity Employer with Native American and Veteran Preference.