

White Earth Tribal and Community College  
Position Announcement  
Position Open Until Filled

**Job Title:** Director of Finance  
**Reports to:** College President  
**Status:** Fulltime, Permanent  
**Salary Range:** DOQ

**Summary:** Under the direction of the President, serves as the chief financial administrator and is directly responsible for planning, directing, reporting and controlling financial functions for all college activities. Incumbent ensures all program budgets are in compliance with federal, state, and local regulations and align with the college mission statement and strategic goals. Plans and coordinates the preparations and implementation of the annual operating budget and supports through budget development and grant reporting the acquisition of funds from authorized sources, including the tribal, state, federal, and private sources. Manages and coordinates the financial functions including payroll, the annual independent audit, development of necessary policies, and assessment and evaluation of finance operations.

**Qualifications/Requirements:** Bachelor's Degree in Accounting, Finance or related field required; additional experience working in a higher education setting preferred. Must have demonstrated skills and experience in supervision. Combination of education and experience may be considered. Current driver's license and insurance required. Individual background check required upon hire. Salary is based on qualifications.

**\*\*Equal Opportunity Employer with Indian and Veteran Preference.**

**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)

**Email or Send complete application materials to:**

White Earth Tribal and Community College  
Denise J. Askelson, Human Resources  
2250 College Road - PO Box 478  
Mahnomen, MN 56557