

## White Earth Tribal and Community College



# WHITE EARTH TRIBAL & COMMUNITY COLLEGE

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## Finance Director

### Position Information

Under the direction of the president, the finance director supports the WETCC mission and strategic goals through the planning, directing, and controlling financial functions for college activities, including the external audit. The director will ensure program budgets comply with applicable regulations.

### Duties & Responsibilities

On a typical day at WETCC, your contributions will include teamwork, resourcefulness, confidentiality, and effective communication. The specific contributions for this role are listed below. This is not a complete list, as all staff may be required to perform additional duties.

- Develops and manages the annual budget process. Coordinates with leadership staff and departments to develop budgets based on strategic priorities and resource limitations.
- Works with college staff, answers questions, and provides account information and data requested.
- Ensure accounting functions such as payroll, bank reconciliations, accounts payable, account receivables, student billing, journal entries, account balance reconciliations, financial statements, etc. are completed as required (daily/monthly/quarterly).
- Reconciles bank statements and the general ledger accounts, approves the Chart of Accounts and maintains controls, and monitors cash.
- Develops, implements, maintains, and coordinates financial and accounting systems and controls to ensure effective asset management and expenditure and revenue control.
- Compiles and prepares financial information for college, state, and federal reports. Prepares monthly and year-end financial statements.
- Conducts internal audits to ensure program operations are within budget and in accordance with fiscal practices. Participates in fiscal audits and reporting of grants and other external funds.
- Develop and maintain department guidelines and policies regarding financial matters, as requested by the President, Board, and external auditors. Manages and monitors accounting functions for capital projects.
- Maintains fixed asset inventory system including barcoding and tracking of fixed assets acquisitions and disposals and the updating of the fixed asset database, including depreciation schedules.
- Performs analysis, maintenance, and reconciliation of all financial accounts and records; prepares journal entries for corrections and adjustments.

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- Coordinates the year-end audit. Prepares complete information and works with auditors while they are on campus. Addresses concerns found during the audit.
- Works with college departments to ensure student accounts are accurate including financial aid, scholarships, and holds. Drawdown funds when needed.
- Monitor and verify income and expenditures to ensure accuracy and compliance with the budget and grants.
- Serves on the President's Cabinet.
- Develops the acquisition of funds from authorized sources including tribal, state, federal, and private sources.
- Maintains proper insurance coverage on all College facilities and equipment.
- Manages and coordinates the financial functions including payroll.
- Develops, implements, and supervises the bookstore, procurement, and property inventory system.
- Assists in the development and administration of budgets for all grant proposals.
- Communicates with the Admissions and Records Office regarding student financial holds.
- Attends Board of Trustee's meetings. Prepares required and requested financial reports for the BOT.
- Develops and coordinates the endowment/investment plan for the college in collaboration with the President.
- Participates in strategic planning for the College.
- Supervises, trains, and evaluates Finance Department staff.
- Participates in professional development activities and serves on college committees that support the goals and mission of the college.
- All other duties assigned as related to the position.

Work Schedule: Monday – Friday, 8:00 am – 4:30 pm

Advertised Salary: \$69,000/year, exempt status

### Minimum Qualifications

- Bachelor's degree in accounting, finance, or related field.
- Five years of progressively responsible experience in accounting or finance.
- Minimum of 3 years supervisory experience.
- Current driver's license and insurance.
- Ability to pass a background check before being offered employment.
- Ability to travel for professional development and job-related activities.

### Preferred Qualifications

- Master's degree in accounting, finance, or related field.
- Commitment and experience fulfilling the mission of a tribal and community college with a student-centered approach.
- Knowledge of higher education accreditation and federal and state higher education laws and regulations.
- Success in building and maintaining partnerships and relationships across stakeholder groups.
- Accounting experience with non-profits or not-for-profit organizations

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Applicant Materials Required: Cover letter, resume, three professional references, completed WETCC application, and background check consent form. The application and consent form can be found at [www.wetcc.edu](http://www.wetcc.edu).

### Benefits

WETCC offers a comprehensive benefits package for full-time employees, including Company-paid life and disability. Other benefits include Health, Dental, H.S.A. with company match, additional life insurance, accident, critical illness, hospital indemnity, vision, Legal & ID Shield, and medical & dependent care FSA.

The effective date for new full-time employees is the first of the month following the date of hire.

Traditional or Roth 401k with a company match up to 5%, fully vested from day one, the effective date for 401k is the first of the month following 90 days of employment, for full and part-time employees.

WETCC offers annual leave and sick leave, which both start accruing from the date of hire.

WETCC has 17 paid holidays a year.

### About WETCC

Established as a not-for-profit tribally controlled educational institution of higher learning, the first Charter was approved on February 5, 1998 "...to provide adult education and post-secondary educational services to enrolled members of the White Earth Reservation and to other eligible Indians and non-Indian residents of the area..."

Initial Candidacy for Accreditation by The Higher Learning Commission was granted on October 14, 2004, with full accreditation granted on October 8, 2008.

### Purpose Statements

- The college will present learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the Anishinaabe people.
- The college will support the self-determination of the Anishinaabe people through the preservation and promotion of their history, culture, and language.
- The college will seek to address the social, political, and economic needs of the White Earth Reservation through programs that encourage service to the community.
- The college will promote a philosophy based on the seven teachings of the Anishinaabe.

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

Vision - *Gidinwewininaan Gibimiwidoomin niigaanakeyaa* – "We are carrying along into the future the way that we were given"

## **White Earth Tribal and Community College**

The White Earth Tribal & Community College in accordance with Federal law and U.S. Department of Agriculture policy, this institute is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal.