

Finance Specialist

Position Information

Under the supervision of the Finance Supervisor, the Finance Specialist assists with various functions in the Accounting Department, including compiling payroll data, 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.

Duties & Responsibilities:

Processes checks for all students, vendors, and employee transactions including payroll liabilities.

Provides backup processes for all purchase order requests requiring proper coding and approvals.

Cross checks information, identifying possible errors. Researches errors to identify the root cause and makes or advises corrective action(s) as necessary.

Applies financial aid and payments to student accounts.

Responsible for setting up and following up with student payment plans.

Assists with maintaining and monitoring outstanding purchase orders and accounts payable reports. Investigating and reconciling outstanding items.

Assists with Accounts receivable invoicing process as well as the collection of debt.

Assist with external fiscal audits for all college programs, including the annual audit.

Processes the receipting of all payments received in the mail, electronically ensuring notification of the receipt is sent to appropriate personnel.

Responsible for receiving all billing and reconciling discrepancies.

Manages credit card activity and payments

Provides monthly Profit and loss to the appropriate directors.

Provides backup for the finance assistant/bookstore and assists with ordering, inventory, and customers.

Provides backup for purchase orders and sends copies to suppliers and to departments originating requests.

Provides backup for processing computerized payroll system to process biweekly payroll, track employee hours worked, and other employment information.

Participates in professional development activities and serves on college committees that support the goals and mission of the college.

Actively participates in planned and informal recruitment and retention activities.

Assists with reconciling cash, accounts payable, purchase orders, accounts receivable, and inventory at month and year-end.

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

Advertised Salary: \$21.32/hour starting

Minimum Qualifications:

High School Diploma or equivalent required

Minimum of one-year experience required performing Payroll, AP/AR, or related duties.

Ability to pass a background check prior to being offered employment

Ability to travel for professional development and job-related activities

Preferred Qualifications:

Associates Degree in Accounting and additional experience working in a higher educational setting preferred.

Applicant Materials Required: Cover Letter, Resume, three professional references, completed WETCC application, and background check consent form; application and consent form can be found at 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 also offers annual leave and sick leave, they both start accruing from the date of hire.

WETCC also 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”

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.