

## 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 planning, directing, and controlling the financial functions of all college activities, including the external audit.

### 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 as requested.
- Ensures accounting functions such as chart of accounts, payroll, bank reconciliations, accounts payable, account receivables, student billing, journal entries, general ledger account reconciliations, financial statements, 990 filings, cash control and monitoring, bookstore functions, etc. are completed as required (daily/monthly/quarterly/annually).
- 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.
- Develop a process for preparing monthly and year-end financial statements.
- Conducts internal audits to ensure program operations are within budget and in accordance with fiscal practices. Adheres to grant and other external fund stipulations.
- Develops and maintains department guidelines and policies regarding financial matters and as requested by the president, board, and external auditors. Manages and monitors accounting functions for capital projects.
- Maintains fixed asset inventory system including tracking of fixed assets acquisitions and disposals and the updating of the fixed asset database, including depreciation schedules.
- Works with college departments to ensure student accounts are accurate including financial aid, scholarships, and holds. Draw funds when needed.
- Maintains proper insurance coverage on all college facilities and equipment, whether capitalized or not
- Develops and coordinates the endowment/investment plan for the college in collaboration with the President.
- Participates in strategic planning for the college.

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- 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.

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

Advertised Salary: \$78,500/DOE/year, exempt status

### Minimum Qualifications

- Bachelor's degree in accounting, finance, or related field or currently enrolled in an accredited bachelor's degree program in accounting, finance, or related field with a projected graduation date of 2025.
- Three years of progressively responsible experience in accounting or finance.
- Minimum of 1-year supervisory experience.
- Must be able to multi-task and meet deadlines.
- 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
- Experience with Great Plains financial system

Applicant Materials Required: Resume, cover letter, three professional references, completed WETCC application, and background check consent form; 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, HSA 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.

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WETCC offers annual leave and sick leave, which both start 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 [Indigenous] and non-[Indigenous] residents of the area..."

Accredited by The Higher Learning Commission

### 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 – *Giaa-miinigoowizid Anishinaabe Gibimiwidoomin niigaanakeyaa* – “We all are carrying into the future the way the Anishinaabeg was gifted.”

The White Earth Tribal & Community College in accordance with Federal law and U.S. Department of Agriculture policy, this institute is prohibited from discriminating based on race, color, religion, sex, gender, sexual orientation, national origin, ancestry, age, marital status, disability, or any other characteristic protected by law.