



WHITE EARTH TRIBAL & COMMUNITY COLLEGE

GAAWAABAABIGANIKAAG GABEGIKENDAASOWIGAMIG

Financial Advisor

Position Information

In conjunction with and under the supervision of the Finance Director, the Finance Advisor develops and implements a plan for business continuity across and within all financial processes and activities to meet the short- and long-term needs of the White Earth Tribal and Community College (WETCC) administration and funding agencies. In cooperation with the Finance Director, the Advisor designs, guides/leads, and implements finance-related projects and training activities intended to provide continuity of WETCC's financial services.

Duties & Responsibilities

On a typical day at WETCC, the Finance Advisor's contributions will include teamwork, resourcefulness, confidentiality, and effective communication.

Support the Finance Director in day-to-day operations and long-range planning to ensure that WETCC's financial goals and objectives are being met. Specific contributions for this role are listed below. This is not a complete list as all staff may be required to perform additional duties.

- Prepare, complete, and reconcile campus revenue and expenditure transactions.
- Monitor budgets.
- Ensure objectives are met.
- Develop and submit required reports.
- Meet with program personnel as necessary to accomplish tasks.
- Support the development of grant proposals.
- Participate in Higher Learning Commission (HLC) activities as requested.
- Develop and enhance strategies and reporting to ensure WETCC strategic planning goals are met.
- Participate in campus planning and training events.
- Guide, train, and advise financial staff in their assigned duties.
 - Finance Manager
 - Finance Specialist
 - Bookstore/Finance Assistant
 - Grant Writer
 - Student interns

Work Schedule: 32-40 hours per week, with at least 24 hours per week typically on campus.

Advertised Salary: DOQ

Minimum Qualifications

- Bachelor's degree in accounting or closely related field.
- Twenty-five or more years of experience in a higher education financial setting, including knowledge and experience in:
 - Auxiliary enterprise operations (bookstore, cafeteria, etc.).
 - Construction and facilities management.
 - Grants administration, finance, reporting, and preparation.
 - Enterprise Reporting Programs/Systems
 - Financial aid disbursement and IPEDS reporting.
 - Financial audit requirements.
 - Financial policy development and implementation.
 - Financial systems training.
- Ten or more years of supervisory experience of a financial staff.
- Exceptional written and verbal communication skills.
- Experience working with diverse populations.
- Understanding of the Anishinaabe culture, values, and traditions.
- 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

- Certified Public Accountant, MBA, or related master's degree.
- Financial experience at a tribal college/university campus.
- Experience using Microsoft Dynamics GP.
- Experience with Higher Learning Commission (HLC) accreditation.

Certificates, Licenses, and Registrations

- Valid driver's license and insurance to travel as needed.

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

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.