



LEECH LAKE TRIBAL COLLEGE

POSITION DESCRIPTION

POSITION TITLE: Director of Finance

DEPARTMENT: Finance

REPORTS TO: President

WORK HOURS: M-F, 8:00 a.m. - 4:30 p.m.

STATUS: Exempt

LICENSE/CERTIFICATION REQUIREMENTS: Valid MN Driver's License, current insurance or be insurable.

SUMMARY:

Provides collaborative financial management leadership for the college in accordance with Leech Lake Tribal College policies and procedures, Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), Governmental Accounting Standards Board (GASS), and any other standards that may be required to ensure the safeguarding of all Leech Lake Tribal College assets.

EDUCATION:

Bachelor's degree in Accounting/Finance or a Business degree in another closely related field required. Three to five years' experience in a senior accounting role, or combination of education and experience commensurate with the requirements of the position. Master's degree in Accounting or MBA and CPA certified, extensive financial and budget management experience in an institution of higher education is preferred.

ADDITIONAL QUALIFICATIONS AND SKILLS:

A thorough working knowledge of (not- for-profit) accounting principles and applications.

Strong financial background in a college, governmental, or not-for-profit environment.

Knowledge of federal and state codes, laws and regulations relating to the function of the position.

Knowledge of technological systems and software as they apply to workplace needs.

Previous college accounting administrative experience preferred.

Supports college-wide management activities and contributes to their success.

Budget development and implementation.

Ethical decision making.

Ability to provide outstanding quality customer service and support to the LLTC and all stakeholders.

Ability to work effectively with Tribal College staff, students, and the staff of other colleges and universities and organizations.

Strategic development skills to create and implement initiatives to enhance service, internal efficiencies and revenue generation.

Strong leadership and strategic planning skills.

Willingness to initiate and carry out complex tasks with minimum supervision.

Demonstrated abilities to manage fiscal and personnel resources, establish priorities, and to provide effective leadership and direction.

Strong leadership skills that promote dedication, creativity, innovation and growth.

Employee development and performance management.

Commitment to collaborate with all components of the College to ensure student success.

Understanding knowledge of and commitment to the mission, vision and goals of LLTC. Experience working with the Ojibwe community, including knowledge and understanding of Anishinaabe history and culture.

Demonstrated commitment to serving students from diverse backgrounds, interests, goals, and abilities.

Excellent verbal and written communications skills.

Excellent interpersonal skills and a self-starter.

Excellent organizational, planning, and prioritizing skills.

Ability to maintain confidentiality of records and information.

Ability to interpret; adapt; and apply guidelines and procedures.

Ability to develop and maintain record keeping systems and procedures.

Ability to work effectively as a team member of LL TC.

Ability to pass pre-employment drug test and criminal background checks.

Native American Preference.

DUTIES/RESPONSIBILITIES:

1. Advises the President, administration officers, and members of the Board of Trustees on issues relating to the financial status of the college by serving as a member of the President's Administrative Team, reporting financial information at BOT meetings, and by preparing reports, recommendations, findings, and other correspondence as required.
2. Provides collaborative financial management leadership for the college; ensures the short and long-term fiscal health of the college; oversees the business practices of the college; and ensures that the budget is linked to and supports the college's strategic plans.
3. Oversees all financial responsibilities in accordance with Leech Lake Tribal College policies and procedures, Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), Governmental Accounting Standards Board (GASB), and any other standards that may be required to ensure the safeguarding of all Leech Lake Tribal College assets.
4. Advises the President on all matters pertaining to the management and operation of accounting, accounts receivable, accounts payable, budget management and control, budget preparation, financial information systems, credit management, collections, fiscal planning, process student billing and refunds, financial statement preparation, investing and payroll.
5. Ensures compliance with professional accounting standards, rules, regulations, and laws by directing, supervising, and facilitating the preparation and maintenance of required and appropriate financial records, monthly and annual financial reports, and all other financial

reporting as may be required by federal, state, local agencies, or established accounting standards.

6. Facilitates the governance of the college by providing financial information to the Board of Trustees and implementing the Board's decisions through the establishment of policies, procedures, and guidelines.
7. Prevents institutional liability in financial operations by facilitating the access of the independent auditors to requested records during the conduct of the college's annual audit.
8. Overseeing the preparation of an internal budget using budget models to project future revenue and following established policies for expenditures.
9. Work under the direction of the President and in close coordination with the Admin Team.
10. Overall administration/supervision of Finance Office staff, Bookstore, and Print Shop.
11. Responsible for endowment and or money market accounts and cash transfers.
12. Review all purchase requisitions along with appropriate administrative person.
13. Responsible to drawdown funds for all programs.
14. Reconcile all balance sheet accounts.
15. Responsible for the monthly closing and all reports.
16. Be the contact person for all fiscal programs and external entities.
17. Assists in preparing Annual Budget for submissions to the Board of Trustees for approval.
18. Responsible for monitoring the approved budget.
19. Coordinate grants and contracts fiscal year closeouts.
20. Oversee preparation of all expenditure reports to agencies (i.e., PMS 272, 269 reports) and all other reports dealing with Revenues and Expenses.
21. Review all programs periodically for accuracy and compliance.
22. Research current and prior year's files for statistical information as needed.
23. Responsible for training Finance Office staff in the use of current computer software, hardware and all upgrades.
24. Solicits, recommends, and engages approved CPA firms for annual/periodic requested audits/ reviews.
25. Prepares the necessary bookkeeping/ accounting entries for data entry and all necessary work papers in preparation for the annual audit.
26. Provides timely and accurate accounting and financial advice and assistance to the administrative staff and Board of Trustees.
27. Attends, participates, plans or conducts training/informational sessions locally, in-state and out-state as directed or needed.
28. Facilitates a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
29. Resolves or assists in the resolution of problems and/or complaints and initiates corrective action as appropriate.
30. Serves on various college committees and participates in professional organizations as appropriate to assignment.
31. Performs other related duties as required or assigned.

PHYSICAL REQUIREMENTS:

Ability to lift 30 pounds or more and use proper body mechanics

Be able to sit or stand for long periods of time

Subject to internal working conditions.

Non-smoking environment.

I understand the position description For the Director of Finance position. I am capable and agree to perform the job duties and responsibilities assigned to me. I also understand that the duties and responsibilities and other working conditions may change from time to time with or without notice. I further understand that this position description is not a contract and does not guarantee employment for any specific period or amount of time. This position description will be revised periodically or as needed.

*Position Description created/revised: 08-28-17.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Human Resources Signature: _____ **Date:** _____

President Signature: _____ **Date:** _____