



Nueta Hidatsa Sahnish College Position Announcement

Job Title:	VP Support Services/CFO	Department: Support Services
Worksite:	NHSC Campus – New Town, ND	
Salary:	Dependent on Qualifications	Supervisor: President
Classification:	Exempt Position	Hours: 40+ per week
Opening:	August 31 st , 2017	Closing: Open Until Filled

Position Summary:

The VP Support Services/CFO collaborates with other departments, the administrative team, and the President to plan and implement fiscally-sound programs and supports for students and employees; oversees the support service departments to ensure student success: Business Office, Human Resources, Facilities, Information Technology, Security, Housing, Cafeteria, Athletics and the Book Store; oversees the financial processes of the college; implements computerized accounting functions; is responsible for audits and serves as fiscal liaison with the President and Board of Directors in developing the annual budget for college; initiates and implements changes and revisions in policies, provides accurate financial records; and reports any changes with proper documentation.

Planning

1. Assists in formulating the college's future direction and supporting tactical initiatives
2. Monitors and directs the implementation of strategic business plans and the daily departmental operational plan
3. Develops financial and tax strategies, as appropriate to college needs
4. Manages the capital request and budgeting processes
5. Develops a viable budget that supports the college's strategic direction
6. Creates and implements sound policies and procedures, especially in the areas of Purchase Orders, Travel, and Student Accounts.

Operations/Supervision

1. Maintain in-depth relations and participate in key decisions as a member of the administration team

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Tribally educated; globally prepared.*

2. Responsible for supervising the Business Office and for overseeing Human Resources, Facilities, Information Technology, Security, Housing, Cafeteria, Athletics and the Book Store, making certain that those departments are operating appropriately.
3. Oversee the financial operations of college-related transactions
4. Manage the payment of bills and the billing of student accounts
5. Oversee employee benefit plans, with particular emphasis on maximizing a cost-effective benefits package

Financial Information

1. Serves as fiscal liaison to the Board of Directors and President.
2. Oversees the issuance of financial information to college employees and student organizations
3. Report financial results to the President and to the board of directors regularly
4. Responsible for grants development, submission, and compliance.
5. Assist with capital projects and bidding selection.
6. The position will require knowledge in IT, HR, Financial and Strategic Planning, R&D/grants, and Facility maintenance and management.
7. Working knowledge of budgeting, grants, and computerized accounting software and networking
8. Working knowledge of reconciliation, checking, and investment (for all accounts)
9. Responsible for developing annual budget and assist with Strategic and Operational Planning.
10. Responsible for implementing the College Strategic Plan and department Operational Plan.
11. Serves on the college Finance committee, as well as other college committees.
12. Responsible for Cash Management and the Business office.
13. Responsible for A133 audit (both internal and external).
14. Working knowledge of A87, compliance with OMB, costs principles for Indian organizations and policies and procedures.
15. Responsible for monitoring of student accounts and working with A/R to collect accounts.
16. Working knowledge of submission of grants drawdowns and supervision, and recording financial statements.
17. Working knowledge of investments and responsible for college endowment funds.
18. Responsible for giving monthly fiscal reports to the President and College Board of Directors.

Risk Management

1. Maintains the highest standards for operations, safety, security, and financial management in all departments to promote a positive college image
2. Maintains appropriate insurance coverage

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3. Ensures that the company complies with all legal and regulatory requirements for employee, students and all entities with which the college conducts business
4. Ensures that record keeping meets the requirements of auditors and government agencies and the needs of the college operations
5. Maintains relations with external auditors and corrects their findings and recommendations

Funding

1. Monitors cash balances and cash forecasts
2. In conjunction with Human Resources, invests pension funds on behalf of college employees

Third Parties

1. Maintains excellent relationships with banks and surrounding businesses
2. Represents the college with investors and the endowment fund
3. Reviews third party contracts for sound business practices

Other

1. Communicates well both orally and in writing
2. Performs other related duties as required by the President and the Board of Directors.

Qualifications:

A degree in Finance with a Master's degree preferred and a minimum of three years' work experience in a computerized fund accounting, prior experience in administrative capacity in a funding accounting institution, supervision of others, and possess a working knowledge of federal grants. Knowledge in facilities management and IT are preferred for this position.

Application Procedures:

For questions about the position, contact the President's Administrative Assistant at (701) 627-8090.

Interested applicants must submit a complete application. A complete application consists of a NHSC application form from NHSC web site www.nhsc.edu, cover letter, resume, and copies of transcripts and three letters of recommendation. Applications must be complete to be considered. Preference will be given to Indian applicants and Veterans, but must be documented with proper forms in application. Applications can be mailed attention to:

Sidney Prospere, Human Resources
Nueta Hidatsa Sahnish College
P. O. Box 490 New Town, ND 58763

The Nueta Hidatsa Sahnish College does not discriminate on the basis of race, color, national origin, sex, handicap, age or religion in its education programs/activities and employment policies/practices.