



Nueta Hidatsa Sahnish College

Job Description

POSITION: Comptroller

DEPARTMENT: Business Office

LOCATION: New Town, ND Campus

OPENING & CLOSING DATE: July 17, 2025 – Open Until Filled

CLASSIFICATION: Full-Time

FLSA STATUS: Exempt

PAY RANGE:

Nueta Hidatsa Sahnish College (“NHSC”) strives to provide a unique educational community founded in culture and spirituality that nurtures holistic student success. Since 1973, our staff has championed the role of higher education.

POSITION SUMMARY:

The Comptroller is a leadership position responsible for overseeing the financial integrity, accountability, and transparency of the College’s fiscal operations. Reporting directly to the President, the Comptroller manages all accounting functions, including general ledger, budgeting, financial reporting, grant and contract compliance, internal controls, and audits. The Comptroller ensures that all financial practices comply with applicable laws, regulations, grant requirements, and institutional policies. This position plays a key role in strategic financial planning and supports the development of short- and long-term financial goals aligned with the College’s mission and objectives. The Comptroller provides accurate, timely financial information to leadership, auditors, and funding agencies and works closely with departments to ensure sound fiscal management across all programs.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

Financial Management & Reporting

- Prepare and review accurate and timely financial statements, reconciliations, and reports in compliance with institutional, federal, and state requirements.
- Oversee monthly and year-end financial closings; ensure proper documentation and accounting treatment of transactions.
- Provide detailed financial analysis and reporting to the President, Board of Directors, and other stakeholders.
- Monitor and review all fund activities to ensure accuracy, appropriate use, and conformity with accounting standards and internal controls.

Budget Oversight & Strategic Planning

- Coordinate the development, implementation, and monitoring of the College’s annual operating and general fund budgets.
- Analyze budget performance monthly and provide financial forecasts and recommendations to ensure fiscal responsibility.
- Support long-term financial planning efforts aligned with the College’s strategic goals and develop the Comptroller’s departmental operation plan accordingly.
- Prepare monthly departmental reports and contribute to institutional strategic planning initiatives.

Internal Controls & Compliance

- Develop, revise, and enforce financial policies and procedures to enhance operational efficiency and ensure accountability.
- Review and strengthen internal controls to safeguard the College's financial assets.
- Ensure compliance with applicable laws, regulations, and grant requirements, including tax reporting, financial aid disbursement, and audit mandates.

Audit & Risk Management

- Lead the preparation and coordination of annual audits, including A-133 and financial audits.
- Collaborate with external auditors by providing necessary documentation and responses; implement recommended audit findings and corrective actions.
- Maintain appropriate insurance coverage to protect the College's assets and mitigate financial risk.

Personnel & Departmental Leadership

- Supervise and manage Business office personnel.
- Assign, train, evaluate, and support professional development of staff to ensure effective and efficient operations.
- Collaborate with departments across campus to support financial functions, such as budgeting, purchasing, payroll, and grant reporting.

Systems & Operations

- Maintain and oversee institutional financial systems (e.g., Jenzabar) to ensure data integrity and operational efficiency.
- Coordinate with IT for system upgrades and implantation relevant to financial operations.
- Oversee the accurate maintenance of fixed asset records and investment accounts; supervise the investment of the College funds and review vending contract revenues.
- **And other duties as assigned.**

KNOWLEDGE, SKILLS & ABILITIES:

KNOWLEDGE: Must have extensive knowledge of accounting principles, software applications, research designs, sampling, statistical analysis, and the ability to interpret data. Must have experience working with a broad spectrum of grants.

SKILLS: Must possess excellent written, verbal, and interpersonal communication skills. Applicants must be able to multitask. Candidates must possess computer skills relevant to a classroom and educational administrative setting. Including Word, Excel, and PowerPoint. Must have the capability to create and present data reports.

ABILITIES: Must exhibit excellent leadership ability. Must be able to perform assigned duties with minimal supervision. Must be able to establish effective working relationships with students, faculty, staff and outside agencies.

REQUIRED EDUCATION & EXPERIENCE:

MINIMUM QUALIFICATIONS: Bachelor's degree in accounting, finance, business administration or a closely related field is required. Three (3) or more years of experience in accounting, finance or business operations.

Demonstrate knowledge of generally accepted accounting principles (GAAP), fund accounting, and financial reporting.

PREFERRED QUALIFICATIONS: Master's degree in accounting, finance, business administration, public administration, or related field. Certified Public Accountant (CPA) or Certified Management Accountant (CMA). Familiarity with federal grant compliance, including OMB Uniform Guidance (2 CFR Part 200).

WORKING CONDITIONS:

HOURS: Unless properly approved, the normal schedule of hours is from 8am to 5pm with 1 hour lunch. Working extended hours may be required as needed.

ENVIRONMENT: Work is performed in an office setting under usual office working conditions. The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job. Ability to lift up to 25 pounds and ability to travel.

ACCOMODATIONS: Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

If interested, please submit the following information:

- Application
- Cover Letter
- Resume
- Transcripts/Certifications
- ID
- Indian or Veteran Preference (If applicable)
- 3 Letters of Reference (For instructor positions only)

Submit to the following address:

Alisha DeCoteau
Human Resources Director
Nueta Hidatsa Sahnish College
PO Box 490
New Town, ND 58763

HumanResources@nhsc.edu

Nueta Hidatsa Sahnish College is a member of the AIHEC, and an Equal Opportunity Employer