



# Nueta Hidatsa Sahnish College

## Job Description

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**POSITION:** Accounting Specialist II  
**DEPARTMENT:** Business Office  
**LOCATION:** New Town, ND Campus  
**OPENING & CLOSING DATE:** April 27, 2026 – Open Until Filled

**CLASSIFICATION:** Full-Time  
**FLSA STATUS:** Exempt  
**PAY RANGE:** DOE

*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 Accounting Specialist II is responsible for accounts payable and payroll functions in compliance with established policies, procedures, and internal controls. This position ensures timely vendor payments, accurate payroll processing, regulatory compliance, and financial recordkeeping. The Accounting Specialist II works closely with Human Resources, Business Office staff, and departments across campus to support operational and financial integrity.

### **ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:**

#### Accounts Payable

- Maintain accurate electronic records of accounts payable and purchasing activities
- Establish and manage vendor accounts
- Review purchase orders and check requests for:
  - Completeness
  - Accuracy
  - Policy Compliance

#### Payroll Processing

- Process bi-weekly payroll accurately and on schedule
- Maintain payroll calendars and deductions
- Review timecards and resolve discrepancies
- Verify employee records entered by HR
- Process payroll-related changes (tax withholdings, updates, etc.)
- Track and record employee leave balances
- Prepare manual payroll checks and special pay runs
- Arrange payroll disbursements and vendor payments
- Distribute payroll checks securely

### Payroll Compliance & Reporting

- Prepare and record federal and state payroll tax deposits
- Assist with quarterly payroll tax filings
- Generate payroll reports in accordance with deadlines
- Support payroll audits and documentation requests

### Internal Control & Compliance

- Ensure compliance with:
  - Federal, state, tribal & institutional regulations
  - Payroll Tax Requirements
  - Procurement policies.
- Maintain confidentiality of financial and employee information

### Systems & Records Management

- Maintain AP and payroll records in Jenzabar
- Support system updates and testing
- Ensure data accuracy across payroll and accounting modules

### Administrative Duties

- Provide guidance to departments on procurement processes
- Assist in resolving payment and payroll inquiries
- Support audit preparation and documentation
- **And other duties as assigned**

## **KNOWLEDGE, SKILLS & ABILITIES:**

**KNOWLEDGE:** Knowledge of accounting principles, payroll practices, tax regulations, procurement processes, and financial reporting.

**Skills:** Strong customer service, organizational, and communication skills. Strong data entry, reconciliation, time management, and communication skills.

**ABILITIES:** Ability to maintain confidentiality, identify discrepancies, apply policies consistently, and meet deadlines. Ability to perform duties with minimal supervision.

## **REQUIRED EDUCATION & EXPERIENCE:**

**MINIMUM QUALIFICATIONS:** Associate degree in Accounting, Business, or related field; equivalent combination of education and experience may be considered.

**PREFERRED QUALIFICATIONS:** Bachelor's degree in Accounting, Business, Finance, or related field or two (2) or more years of experience in accounts payable and/or payroll processing.

## **WORKING CONDITIONS:**

**HOURS:** Normal schedule is 8:00 AM – 5:00 PM with a one-hour lunch unless otherwise approved.

**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.

**ACCOMMODATIONS:** Reasonable accommodation may be provided 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](mailto:HumanResources@nhsc.edu)

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