

SISSETON WAHPETON COLLEGE

TITLE: Senior Business Office Specialist
REPORTS TO: Vice President of Administrative Services/CFO
SALARY: DOE
TOUR OF DUTY: Generally 8:00 a.m. to 4:30 p.m., M-F
SUPERVISES: None

SUMMARY:

The Senior Business Office Specialist plays a crucial role in monitoring and analyzing business and accounting data, producing financial reports and statements, processing payroll operations, and ensuring compliance with financial regulations.

RESPONSIBILITIES AND DUTIES:

General Business

- Coordinate daily activities within the accounting department, ensuring compliance with accounting principles and standards.
- Make recommendations for changes in procedures to improve efficiency and effectiveness.
- Assist with FISAP preparation by conducting necessary calculations.
- Assist with procurement processes.
- Complies with all College, Tribal, and Federal policies, regulations and laws that govern the College.
- Interact with students, faculty, staff, and community members to advance the College and promote Dakota values.
- Performs and assists with other job-related duties as assigned.

Payroll

- Process payroll account transactions (salaries, benefits, garnishments, deductions, taxes).
- Coordinate timekeeping and payroll systems and update timeclock for PTO balances after payroll processing.
- Resolve issues and answer payroll-related questions
- Update insurance changes and research insurance items to ensure accurate employee benefits administration.
- Prepare, print, and file W-2 forms (paper and electronic) and assist with 1099s and e-filing.
- Complete quarterly payroll reports including Federal 941 and SD SUTA filings electronically.

Grants

- Provide data and balances of grants to managers.
- Monitor accounting activities of grants and prepare expenditure and progress reports as requested.

SISSETON WAHPETON COLLEGE

Reconciliations

- Audit financial documents to ensure accuracy and completeness.
- Reconcile bank statements.
- Conduct research to resolve discrepancies.

Accounting

- Record financial documents to ensure accuracy and completeness.
- Gather and request invoices for items charged on credit cards to facilitate accurate expense recording in financial books.
- Prepare journal vouchers and budget transfers to facilitate financial transactions.
- Prepare and verify journal entries to record financial transactions accurately.
- Make correcting journal entries as needed to maintain accurate financial records.
- Perform journal entries for three large bank accounts and reconcile balances in both Excel and Jenzabar.
- Record interest income and ensure accurate reporting in financial statements.
- Create necessary account components and classify account strings for proper financial reporting.
- Maintain internal balance sheet and income statement, ensuring accuracy and completeness.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business, Accounting, Finance, or related field;
- Knowledge of accounting operations and financial reporting.
- Excellent analytical skills with attention to detail and ability to collaborate across departments and levels of the organization.
- Strong communication and interpersonal skills, with the ability to collaborate across departments and levels of the organization.
- Strong organizational skills, the ability to creatively problem solve, the ability to multi-task and manage deadlines.
- High standards of ethical conduct. Exhibits honesty and integrity.
- Ability to maintain high levels of confidentiality.
- Proficiency in MS Office.

PREFERRED QUALIFICATIONS:

- Master's in Business, Accounting, or finance preferred.
- Strong knowledge of GAAP principles and experience with financial audits.
- Experience with Jenzabar software.