

# SISSETON WAHPETON COLLEGE

## Business Office

**TITLE:** Comptroller  
**REPORTS TO:** College Vice President of Administrative Services/CFO  
**SALARY:** Negotiable  
**TOUR OF DUTY:** Remote – Part time  
**SUPERVISES:** Business Office personnel

### Summary

We are seeking a highly skilled, meticulous, and experienced Comptroller to join our growing team. The ideal candidate is detail-orientated, ethical, able to improve financial efficiency and must be a licensed CPA. The Comptroller will be responsible for preparing, analyzing, and reviewing financial reports, ensuring legal compliance, managing tax preparation, and providing strategic financial advice to senior management.

### Responsibilities/Duties:

#### **1. Financial Reporting**

- Prepare and analyze accurate monthly, quarterly, and annual financial statements, including balance sheets and income statements.
- Participate in budgeting processes
- Brief managers regularly on the company's financial status
- Keep company financial information confidential
- Establish accounting policies and procedures
- Excellent analytical skills with an attention to detail
- Develops and delivers monthly reports to the Board of Trustees regarding financial and general conditions of the College.
- Submits an annual budget to the Board of Trustees and any proposed budget revisions/deviations.
- Development of the annual budget and oversees all fiscal matters.
- Other duties as assigned

#### **2. Tax Management**

- Review and prepare federal, state, and local tax returns, ensuring compliance with changing regulations.

#### **3. Auditing & Compliance**

- Perform regular audits of financial documents, internal controls, and procedures to ensure accuracy and compliance.
- Complies with all College, Tribal, and Federal policies, regulations and laws that govern the College.

#### **4. Accounting Operations**

- Oversee general ledger reconciliation, accounts payable/receivable, and daily transaction recording.

#### **5. Strategic Advisory**

- Forecast revenue, analyze profit margins, and provide financial insights to assist management with grant management & budgeting. Must attend meetings & participate in committees as assigned.

#### **6. Documentation**

- Maintain confidential and organized financial records, both physical and digital.

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### **Education**

- Must possess a Certified Public Accountant (CPA) license.

### **Experience**

- Minimum of 3-5 years of professional accounting experience, preferably in public accounting or corporate settings.
- Experience in Jenzabar 3-5 years.

### **Skills**

- In-depth knowledge of GAAP and tax regulations; proficiency in accounting software (e.g., QuickBooks), Microsoft Word, Power Point and Advanced Excel.
- Proficient with office equipment.
- Planning, organizational, and time management skills.
- Must have excellent verbal and written communication skills.
- Able to coordinate with other departments, answer public inquiries, and interact with significant and influential individuals.
- Works with minimal supervision. Demonstrates responsible behavior and attention to detail.
- Must have a positive attitude.
- Ability to work as a team player.

### **Traits**

Strong analytical, communication, and organizational skills. Integrity, with an ability to handle confidential information. Must be friendly and enjoy working with people.

**Ability to pass a background check.**

*As authorized by federal law, Sisseton Wahpeton College reserve the right to exercise preference in hiring for qualified Tribal members/Indians in connection with all positions.*