SISSETON WAHPETON COLLEGE
Business Office

TITLE: Assistant Comptroller
REPORTS TO: Comptroller
SALARY: Negotiable
TOUR OF DUTY: Mon-Friday 8:00 am – 4:30 pm (Full-time)
SUPERVISES: Business Office personnel

Summary

We are seeking a highly skilled, meticulous, and experienced Assistant Comptroller to join our growing team. The ideal candidate is detail-orientated, ethical, able to improve financial efficiency. The Assistant Comptroller will be responsible for ensuring that the college's day-to-day financial operations are correct and timely; for supervising the senior business specialist, grant writer/SPO, and café manager; and for assisting the Comptroller in other financial duties.

Responsibilities/Duties:

1. **Financial Operations**
   - Supervises financial and cafe personnel, which includes work allocation, timely work completion, training/professional development, and problem resolution; evaluates performance and ensures peak productivity and performance of:
     i. senior business specialist in monitoring and analyzing business and accounting data, producing financial reports and statements, processing payroll operations, ensuring compliance with financial regulations, and in overseeing the daily duties of the business office manager, business office specialist, and accounts payable clerk.
     ii. grant writer / sponsored programs officer in preparing proposals and in monitoring the due dates for financial and programmatic reports to sponsoring agencies.
     iii. café manager in ordering and preparing daily meals, and in overseeing the daily duties of that staff.
   - In conjunction with the comptroller, establishes and implements short- and long-range departmental goals, objectives, policies, and operating procedures; monitors and evaluates program effectiveness; effects changes required for improvement.
   - Other duties as assigned by the Comptroller.

2. **Tax Management**
   - Review of federal, state, and local tax returns, ensuring compliance with changing regulations.

3. **Auditing & Compliance**
   - Perform regular reconciliations 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.
   - Assist the comptroller in the creation of their yearly budgets.

5. Strategic Advisory

- Assist the comptroller in forecasting revenue, analyzing profit margins, and providing financial insights to assist management with grant management & budgeting. Attend meetings & participate in committees as assigned.

6. Documentation

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

Education

- Minimum Qualifications: Associate degree in Accounting or a closely related field is required.
- Preferred Qualifications: Bachelor's degree in Accounting or a closely related field is preferred.

Experience

- Minimum of 1-3 years of professional accounting experience, preferably in higher education setting.
- Experience in Jenzabar 1-3 years preferably.

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.