SISSETON WAHPETON COLLEGE
Business Office

TITLE: Comptroller
REPORTS TO: President
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 Comptroller to join our growing team. The ideal candidate is detail-orientated, ethical, able to improve financial efficiency. The Comptroller will be responsible for preparing, analyzing, and reviewing financial reports, ensuring legal compliance, managing tax preparation, providing strategic financial advice to senior management, and work to conserve SWC's Assets.

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 monthly reports to the Board of Trustees regarding financial and general conditions of the College.
    - Submits an annual budget for the Board of Trustees and any proposed budget revisions/deviations.
    - Development of the annual budget and oversees all fiscal matters.
    - Ensures annual audits are completed on time with the results communicated to the President and SWC Board of Trustees. Establish and implement corrective action plans.
    - Oversees the supervision of personnel, which includes work allocation, training, and problem resolution; evaluates performance and makes peak productivity and performance.
    - Established 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
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.

- Assist Directors & Managers in the creation of their yearly budgets. Example templates.

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.

Education

- Minimum Qualifications: Bachelor's degree in Accounting or a closely related field is required.
- Preferred Qualifications: Master's degree in Accounting and/or Certified Public Accountant (CPA) certification is preferred.

Experience

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