



RED LAKE NATION COLLEGE
Position Description

POSITION TITLE:	Finance Director – Full-Time
DEPARTMENT:	Business Office – Finance Department
REPORTS TO:	President
JOB LOCATION:	Red Lake Main Campus Location in Red Lake, MN
CLASSIFICATION:	Exempt
REVISED:	October 2025
DEADLINE:	Open until filled

PRIMARY FUNCTIONS: The Finance Director of Red Lake Nation College is responsible for overseeing all accounting functions, cash management, budget coordination, monthly financial reporting, regulatory compliance, funds reconciliations, grant tracking and grant financial reporting. We will outsource many of our accounting functions so this will require close coordination with our outside accounting firm. Further, the Finance Director will support the mission of Red Lake Nation College and will serve on various institutional committees as requested by the President.

ACCOUNTABILITY: The Finance Director works closely with and reports directly to the President.

JOB LOCATION: The primary work location is at our Red Lake Nation College Main Campus in Red Lake, MN. However, regular travel to our Red Lake Nation College - Minneapolis Site, located in Downtown Minneapolis, will also be required. We need strong leadership in person for this position. Some regional and national travel is needed to participate in conferences or meetings for job duties.

ESSENTIAL RESPONSIBILITIES: Essential responsibilities and duties may include, but are not limited to the following:

- Complete daily accounting work and provide daily oversight of all business office functions.
- This is a “hand on”, accounting position that will require the ability to do regular accounting and finance work.
- Develop annual budgets in coordination with departmental staff and the grant/accounting teams.
- Reports directly to and works closely with the President on all financial matters.
- Works closely with our external accounting firm on all monthly financial processes and financial reports.

- Present to President for review and input and then assists in financial reporting for internal use and for monthly financial reports to the Board of Regents.
- Support policy and procedure updates related to finance and compliance.
- Oversee the business office staff in daily functions.
- Act as AOR (Authorized Organizational Representative) for federal and state grants.
- Serve as the main RLNC Liaison with the outsourced Accounting Firm to ensure proper monthly financial reporting, monthly processes, and alignment on strategy and compliance.
- Assist and support the President in developing and maintaining the overall financial strategy and compliance at RLNC.
- Work with the President and Board on long-term fiscal planning and strategy.
- Work closely with all RLNC Administrative Team, RLNC employees, students and vendors.
- Represent RLNC in banking, external financial partnerships, and manage daily cash flow-including deposits and Federal and State draw downs.
- Other duties as assigned.

EDUCATION/QUALIFICATIONS:

- Bachelor's Degree in Accounting, Finance or Business is required. An MBA or Master's Degree is preferred.
- Knowledge of Accounting, Finance or Business is required.
- Knowledge of financial and technological systems and software; advanced computer proficiencies in word processing, spreadsheets, and accounting systems. Our Accounting Software is Netsuite, so any experience with that, or similar software, is preferred.

EXPERIENCE/REQUIREMENTS:

- Accounting, financial analysis and familiarity with financial software packages.
- Strong excel skills.
- Strong human relations skills needed to work effectively with all RLNC staff, students, faculty, and community members as related to job duties.
- Ability to be flexible and to maintain composure when problems arise.
- Willingness to initiate and carry out complex tasks, with or without supervision.
- We follow a collaborative, Team oriented management style so this position will require a successful candidate to be comfortable and experienced in this type of a management process.
- Team player and team personality who can work with a diverse administrative team at RLNC.
- Knowledge of and commitment to the mission of RLNC.
- Knowledge of Anishinabe culture and demonstrated ability to work with Native communities.
- Willingness to travel occasionally for meetings and conferences.

LICENSES AND OTHER REQUIREMENTS:

- Must pass a pre-employment criminal background check.
- Must pass a pre-employment drug and alcohol test.
- Possession of a valid MN driver's license.

HOW TO APPLY:

Please email a RLNC employment application, cover letter and resume, to Rhonda Maxwell, Human Resources Coordinator, at: rhonda.maxwell@rlnc.edu . **Cell: 218-766-9511**. Employment applications can be found on our web page: rlnc.edu.

This position follows our Red Lake Tribal Member and Indian Preference Policy.