RED LAKE NATION COLLEGE

Position Description

POSITION TITLE: Controller (Full-Time)
WORK LOCATION: Red Lake Nation College Main Campus, in Red Lake, MN
DEPARTMENT: Business Office
REPORTS TO: Chief Financial Officer
CLASSIFICATION: Exempt
REVISED: October 2022
DEADLINE: Open until filled (Posted on 10/24/22)

PRIMARY FUNCTIONS:
The Controller, or Senior Accountant of the Red Lake Nation College, is responsible for overseeing major accounting functions, cash management, completing monthly financial reports, monthly check registers, budget coordination, timely audit preparation and compliance, regulatory compliance, funds reconciliations, grant tracking and grant financial reporting. Report directly to the CFO and work closely with all RLNC Financial Department and Administration Team Members to complete your job duties. Further, the Controller will support the mission of Red Lake Nation College. Provide monthly reports to the CFO and the College President. Serve on various institutional committees as requested by the President.

ACCOUNTABILITY:
The Controller reports directly to the Chief Financial Officer. Assist and support the CFO. Provide all the Monthly Financial Reports that are listed above, to the CFO and the College President.

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

● Preparation of monthly and annual financial statements and reports to achieve the College’s financial objectives.
● Prepare monthly fund reconciliations.
● Prepare monthly check registers.
● Prepare grant draw-down requests in collaboration with grant managers.
● Prepare monthly bank reconciliations.
● Prepare necessary general journal entries.
● Work with the CFO to ensure compliance with all Federal grant regulations.
● Assist the CFO in analyzing and interpreting financial data and reports for the President.
and the Board of Regents.

- Ensure compliance with generally accepted accounting principles and other governing regulations and directives.
- Closely monitor cash flow management, revenues and expenses, budgets, and assist the CFO in providing monthly and quarterly reports to the President and Board of Regents.
- Assist coordination of annual budget process for President and Board approval.
- Assist with audit preparation in a timely basis.
- Maintain a chart of all accounts.
- Follow all RLNC financial policies and college policies.
- Other duties as assigned.

EXPERIENCE/REQUIREMENTS:

- Excellent accounting knowledge, skills and abilities.
- Over five years of experience in completing monthly financial reports and monthly account and bank reconciliations. Executive accounting experience desired.
- Experience with strategic financial analysis and familiarity with financial software.
- 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 work independently, initiate and carry out complex tasks, with or without supervision.
- Team player who can work with a diverse administrative team at RLNC.
- Knowledge of and commitment to the mission of RLNC and the Red Lake Nation.
- Knowledge of Anishinaabe culture and demonstrated ability to work with Native Communities.
- Willingness to travel occasionally for meetings, conferences and to the Minneapolis site.

EDUCATION/QUALIFICATIONS:

- Bachelor’s Degree in Accounting or Finance required.
- Master’s Degree in Business, Accounting or Related field preferred.
- Executive knowledge of Accounting and Finance.
- Ability to perform all monthly financial reports required for this position.
- Knowledge of technological systems and software; advanced computer proficiencies in word processing, spreadsheets, and accounting systems.

LICENSES AND OTHER REQUIREMENTS:

- Must pass a pre-employment criminal background check.
- Possession of a valid MN driver’s license.

OTHER:

- This position follows our Red Lake Tribal Member and Indian Preference Policy.
- Red Lake Nation College is an Equal Opportunity Employer.

HOW TO APPLY:

- Please email an employment application and resume to Tami Niswander, Chief Financial Officer, at tami.niswander@rlnc.edu,
- Employment applications can be found on our web page, http://www.rlnc.edu.