



**RED LAKE NATION COLLEGE**  
**Position Description**

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

**PRIMARY FUNCTIONS:** The Business Office Specialist is responsible for organizing and coordinating accounts payable and receivable, assisting with student accounts. Close attention to details, numbers and solid follow through are required in this job. Since there is a lot of work for a fast growing organization, this position will have a twin staff member working on similar tasks, so this job will require close communication among the two, identical positions.

Also this job will help ensure compliance with financial policies and procedures related to college functions. This position is a “people intense” job that works closely with students, faculty, staff, and college administrators on a daily basis. Therefore, this person must provide positive communication and guest service, and resolve complaints and de-escalate all potential issues by solving problems. Assist students with student billing questions, and assists with financial aid disbursement refunds.

**ACCOUNTABILITY:** The Business Office Specialist reports directly to the Finance Director.

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

- Maintain regular in-person, office hours to assist students with billing questions and/or direct students to the appropriate resource.
- This is an onsite job that requires in-person work on a daily basis. This is not a work from home job at all. This work must be done in person. We need a reliable person who is at work every day.
- Prepare bills and contract services for payment, including invoices, purchase orders, and contracts.

- Assisted with meeting preparation of RLNC Board of Regents monthly meetings.
- Provide outside accounting firm with timely and needed information for their monthly reporting.
- Assist with communication among Finance staff, all staff via in-person, phone, email, etc.
- Follow through with assigned tasks and communicate the results to RLNC staff.
- Perform regular inventory of all office supplies and reorder supplies as needed.
- Assist in preparing finance or grant reports as needed.
- Assist in student orientations, staff in-service, and graduation planning, ceremonies as needed.
- Other duties as assigned.

#### **EXPERIENCE/REQUIREMENTS:**

- Ability to have strong attention to details and follow through with all work tasks.
- Knowledge of basic finance and accounting procedures.
- Knowledge of Microsoft Excel, Microsoft Word, and Google Suite.
- Knowledge of Accounting Software. Excellent ability to communicate effectively verbally and in writing.
- Willing to continue their education and training.
- 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.
- Ability to work effectively with groups of diverse ages and educational backgrounds.
- Ability to provide outstanding guest service and support to students, RLNC staff members, vendors, and all community and college stakeholders.
- Knowledge of and commitment to the mission of RLNC.
- Knowledge of Anishinaabe culture and demonstrated ability to work with Native people.
- Occasional travel to the Red Lake Nation College Minneapolis Site.

#### **QUALIFICATIONS:**

- AA or AS required. Bachelor's degree preferred.
- Red Lake Nation College graduates preferred.
- Three or more years of Finance, Business or Retail business experience preferred.

#### **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](mailto:rhonda.maxwell@rlnc.edu) . **Cell: 218-766-9511.** Employment applications can be found on our web page: [rlnc.edu](http://rlnc.edu).

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