



RED LAKE NATION COLLEGE
Position Description

POSITION TITLE: Business Office Specialist – Full-Time
DEPARTMENT: Business Office
REPORTS TO: Controller
CLASSIFICATION: Non-Exempt
REVISED: February 2024
DEADLINE: Open until filled
LOCATION: Red Lake Nation College - Minneapolis Site
JOB STATUS: Full-Time, Onsite, Must be In-Person

PRIMARY FUNCTIONS: The Business Office Specialist is responsible for organizing and coordinating RLNC Business Office operations and procedures in order to ensure the effectiveness and efficiency of communication between the Minneapolis Site and the Red Lake Campus.

ACCOUNTABILITY: The Business Office Specialist reports directly to the Controller.

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

- Maintain regular office hours to assist students with billing questions and/or direct students to the appropriate resource.
- Prepare all bills and contract services for payment, including invoices, purchase orders, and contracts, for the Minneapolis Site.
- Obtain necessary signatures on payroll and HR forms and deliver to the accounting office.
- Maintain files on all Minneapolis site, finance, and bookstore aspects.
- Assisted with meeting preparation of RLNC Board of Regents quarterly site meetings.
- Assist with communication among all staff via email, interpersonal, 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 RLNC faculty and staff with bookstore supplies and instructional supplies as needed.
- Assist in preparing grant reports as needed.
- Serve as the Bookstore Associate when needed.

- Assist in student orientations, staff in-service, and graduation as needed.
- Assist with Minneapolis site operational duties as needed.
- Other duties as assigned.

EXPERIENCE/REQUIREMENTS:

- Knowledge of and commitment to the mission of RLNC.
- Knowledge of Anishinaabe culture and demonstrated ability to work with Native communities.
- Knowledge of Microsoft Excel, Microsoft Word, and Google Suite.
- Knowledge of Accounting Software. Excellent ability to communicate effectively verbally and in writing.
- Ability to work effectively with groups of diverse ages and educational backgrounds.
- Ability to exhibit leadership in program and budget management and planning.
- Ability to work effectively as a team member of the RLNC.
- Ability to provide outstanding customer service and support to students, RLNC staff members, and all community and college stakeholders.
- Willing to continue education and training.
- Proficient knowledge of accounting procedures.
- Occasional travel to the Red Lake Campus

QUALIFICATIONS:

- AA or AS required.
- Three or more years of Retail experience preferred.
- Bachelor's degree 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.

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

HOW TO APPLY:

Please email an employment application, resume, and unofficial graduate transcripts to Floyd Jourdain, Human Resources, at floyd.jourdain@rlnc.edu. Employment applications can be found at www.rlnc.edu.