



RED LAKE NATION COLLEGE
Position Description

POSITION TITLE: Procurement Accountant – Full-Time
DEPARTMENT: Business Office
LOCATION: Red Lake Nation College - Main Campus in Red Lake, MN
REPORTS TO: Controller
CLASSIFICATION: Exempt
REVISED: February 2024
DEADLINE: Open until filled

PRIMARY FUNCTIONS: The Procurement Accountant of Red Lake Nation College is responsible for procurement accounting functions, budget coordination, regulatory compliance, grant tracking, and grant financial reporting. Further, the Procurement Accountant will support the mission of Red Lake Nation College and will serve on various institutional committees as requested by the President.

ACCOUNTABILITY: The Procurement Accountant reports directly to the Controller.

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

- Creating and maintaining supplier accounts for college purchasing.
- Preparing financial statements: Preparing consolidated financial statements, journal entries, and account reconciliations
- Recording purchase prices: Recording the fair value of assets acquired and the liabilities assumed
- Reviewing purchase orders from college departments and Preparing purchase orders for the Business Office: Preparing purchase orders and sending copies to suppliers and departments
- Responding to inquiries: Responding to department and supplier inquiries about order status, changes, or cancellations
- Performing purchasing duties when necessary. Assist in preparing financial projections and budgets to achieve the College's financial objectives.
- Work with the Controller to ensure compliance with all Federal grant regulations. Produce the initial financial statements of college grants, funding and revenues.

- Assist the Controller in analyzing and interpreting financial data and reports for senior management and the Board of Regents.
- Ensure compliance with generally accepted accounting principles and other governing regulations and directives.
- Coordinate and oversee college business travel.
- Assist with year-end financial statements for auditors.
- Maintain close communication with the Controller and CFO on all financial and budgetary matters.
- 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.
- Strong Excel skills.
- Accounting, financial analysis and familiarity with financial software.
- Strong human relations skills are 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.
- Team player and team personality who can work with a diverse administrative team at RLNC.
- Willingness to travel occasionally for meetings and conferences.

EDUCATION/QUALIFICATIONS:

- Bachelor's Degree in Accounting or Finance required.
- Knowledge of Accounting and Finance.
- 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.
- 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.