



RED LAKE NATION COLLEGE
Position Description

POSITION TITLE: Staff Accountant – Full-Time
DEPARTMENT: Business
REPORTS TO: Controller
CLASSIFICATION: Non-Exempt
REVISED: Feb 2024
DEADLINE: Open until filled
LOCATION: Red Lake Nation College - Main Campus - Red Lake, MN
JOB STATUS: Full-Time, Must be On-site, In-Person

PRIMARY FUNCTIONS: The purpose of this position is to effectively coordinate the assigned business office functions for the Red Lake Nation College.

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:

- Accounts Receivables, Check Printing, and Deposits.
- Prepares, posts, and verifies customer payments and transactions related to accounts receivable
- Creates invoices according to RLNC practices
- Submits invoices to students and customers.
- Researches and maintains coordination with student accounts.
- Collaborates with Financial Aid to reconcile student accounts on a regular basis.
- Assists Controller in reconciling accounts monthly.
- Copies, files, and retrieves materials for accounts receivable as needed.
- Maintains records of employee continuing education.
- Maintain employee review schedules and records.

- Request payments of benefits through the Purchase Order system and enter benefit reconciliations into the accounting system.
- Travel reconciliation coordination.
- Work closely with the Administrative Team on mandatory higher education reporting and updating the policy and procedures manual 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 technology used in educational programs and services.
- Excellent ability to communicate effectively verbally and in writing.
- Ability to work effectively with groups of diverse ages and educational backgrounds.
- Ability to effectively coordinate recruitment events.
- 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.
- Be willing to continue your education and training.
- Administrative experience working with students in higher education is highly preferred.
- Must be a professional, positive, supportive, energetic and encouraging person to help motivate students to attend college and stay in school.
- Must be able to develop trust and positive relationships with all students.
- Proficient in Accounting software and Google Suites.
- Ability to work well with others
- Other duties as assigned

EDUCATION/QUALIFICATIONS:

- Bachelor's Degree required.
- Red Lake Tribal knowledge and history is preferred.
- Accounting experience required.
- Administrative experience working with students in higher education is preferred.
- Must be professional, positive, supportive, energetic, and encouraging to help motivate students to attend college and stay in school.
- Friendly, outgoing personality is required since the position interacts intensely with the

- public both within and outside of the college.
- Must be able to develop trust and positive relationships with all students.

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.