



SINTE GLESKA UNIVERSITY

JOB ANNOUNCEMENT

POSITION: Chief Financial Officer

DEPARTMENT: Finance Office

SUPERVISOR: President/Executive Vice President

CONTRACT: 12 mo./Salary commensurate with experience

JOB SUMMARY: This is an administrative position responsible for managing the business and financial services of the University. This position exists to support other administrators and department heads, helping them determine how to accomplish their objectives and thereby providing a supportive foundation for organizational success. As the universities' Chief Financial Officer, this position provides collaborative financial management leadership, ensures short and long-term fiscal health, oversees the business practices of the university, and ensures that the budget is linked to and supportive of the university's strategic plan.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Know the requirements for non-profit accounting including the rules and regulations outlined in OMB Circulars A-133, A-110, and A-122.
- Must be skilled in database software including Excel and Access.
- Must know how to use Jenzabar data management system or be willing and able to use it for cost accounting functions so that timely and accurate budgets and expenditure reports are available.
- Must be able to provide direct supervision to finance office staff including accounts payable, accounts receivable, payroll, student billing, property & supply and accounting.
- Have a clear and comprehensive understanding of budgeting, budget processes, and financial reporting.
- Be knowledgeable about, and be able to oversee grants and contracts functions.
- Be highly organized with attention to details needed for timely and accurate reporting to staff, administration, board of regents, and funders.

QUALIFICATIONS:

- Master's degree in business administration or closely related field, or
 - Bachelor's degree in accounting.
 - Certified Public accountant (CPA) preferred.
 - 4-6 years experience with day-to-day financial operation with an organization of 50 persons or more.
 - 2 years minimum supervisory experience.
 - 2 years experience with tribal programs or tribal colleges or universities preferred.
 - Equivalent combination of education and experience will be considered.
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To apply-Submit a completed SGU job application and Resume' with a copy of your Diploma or equivalent, Transcripts, verification of College Degree(s), Driver's license, Tribal ID or abstract to the HR Department no later than September 30, 2020 @ 4:00 pm CST, or open until filled. For more information contact Brenda I. Farmer HR Director @SGU Administration office/Antelope Lake campus or call (605)856-8100 ext. 8561/or Brenda.Farmer@sintegleska.edu. Incomplete applications will not be accepted.
