



Sinte Gleska University

SICANGU LAKOTA OYATE

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ACCREDITED BY
THE HIGHER LEARNING COMMISSION - 1983
RECOGNIZED AS A1994
TRIBAL LAND GRANT INSTITUTION

ESTABLISHED DECEMBER 1970

POSITION DESCRIPTION

Position : Junior Accountant	Department : Finance
Supervisor : Chief Finance Officer	Contract : Part-Time-30 hrs./week.

Job Summary:

Provide daily governance of the University's fiscal management policy. Ensure that the work is completed in a timely manner. Ensure University is audit ready.

Duties & Responsibilities:

- Complete monthly bank reconciliations
- Complete monthly credit card reconciliations
- Process journal entries as needed for revenue/expenditures/adjustments
- Assist Grants Monitor with monthly grant reporting and drawdowns
- Assist with internal auditing
- Assist with AP/AR reconciliations as needed
- Assist in annual audit preparation and available during audit fieldwork
- Maintain strict confidentiality of finance office files/information
- Other related duties as assigned in the performance of his/her responsibilities and as mutually agreed upon to the benefit of Sinte Gleska University.

Qualifications & Experience:

- ❖ BS Degree in Accounting or related field preferred with minimum of 5 years' experience.
- ❖ AA Degree in Accounting with 3 years of experience is minimum.
- ❖ Knowledge of fund accounting and general accounting, credits/debits, basic knowledge of GAAP and GASB desirable.
- ❖ Demonstrated ability to communicate information effectively in writing and verbally.
- ❖ Experience working with diverse staff at various levels of the organization.
- ❖ Must possess computer technology skills to include Microsoft Office Word and Excel.

Confidentiality:

The SGU employee agrees to maintain strict confidentiality regarding FERPA, HIPAA, and the contents of all Sinte Gleska University correspondence, student records, personnel files and fiscal data.

Additional Information:

Sinte Gleska University does not discriminate on the basis of race, color, national origin, sex, religious preference, age, handicap, marital status, political preference, or membership or non- membership in an employee organization, except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended.

The SGU employee is responsible for ensuring that his/her personnel file is current with regard to official evidence of educational qualifications and experiences. Failure to do so prior to start of the contract year may result in not receiving compensation commensurate with claimed advancement in promotional steps.

To apply submit a completed SGU job application with a copy of your HS Diploma or equivalent, Resume, Transcripts, Verification of College Degree(s), Certificates, Driver License, Tribal ID or abstract. Submit completed application with attachments to the HR Department. For further information contact Vijayakumar Chebrolu, Human Resource Director @ SGU Administration Building or call 605-856-8261/email vijayakumar.chebrolu@sintegleska.edu. Applications are available on the SGU website under job opportunities. The position is open until filled. Incomplete applications will not be considered.

Updated November 14, 2024