



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 : Payroll Asst./ Admn. Asst. | Department : Finance |
| Supervisor : Chief Finance Officer | Contract : Full-Time-Hourly |

Job Summary:

Provide daily assistance to the Payroll Manager and CFO. Ensure work is completed in a timely manner. Ensure confidential information is secure.

Duties & Responsibilities:

- Assist Payroll Manager with filing, copies, etc.
- Data entry of journal entries
- 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:

- ❖ Must possess an Associate degree, certificate in Secretarial Science, or an equivalent combination of education and experience.
- ❖ Experience with clerical duties, office machines.
- ❖ Must possess computer technology skills to include Microsoft Office Word and Excel
- ❖ Demonstrated ability to communicate information effectively in writing and verbally.
- ❖ Experience working with diverse staff at various levels of the organization.

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 May 6, 2025