

# Ihanktonwan Community College

Woksape Owakide "Seeking to Learn"



Chartered by the Yankton Sioux Tribe 1993

## POSITION DESCRIPTION

**Position:** Business Manager      **Supervisor:** ICC Executive Director/Academic Dean

### **BACKGROUND INFORMATION**

ICC is a small Tribally Controlled Community College with a small enrollment serving the Yankton Sioux Tribe and surrounding community. The college is currently looking for a Business Manager to for the business office. Because of the size of the college and the size of the annual budget the position does not justify a full time Business Manager but rather requires an individual to assume multiple duties and perform all including basic accounting and records management.

### **POSITION DEESCRPTION**

ICC is looking for a Business Manager with proven demonstrated skills, knowledge, and work experience in accounting and bookkeeping, and higher-level managerial skills for managing the business office for the college. The Business Manager is responsible for the financial matters of the college including but not limited to accounting, expenditures, revenue reports, debt collection, purchases, inventory including books, audit preparation and completion, personnel records, student financial aid records and management, ICC Board reports, general administration and other relevant duties as described in the Job Description below.

### **PERFORMANCE RESPONSIBILITIES**

The Business Manager (BM) will be responsible for the major areas of business, finance, personnel records, payroll, background checks, student tuition and fees, student financial aid, and general administration.

### **DUTIES AND RESPONSIBILITIES**

1. The BM administers the business affairs of the college and under the direction of the Executive Director prepares a draft of operating budget for Board of Director's approval.
2. Responsible for the control of budget under the supervision of the Executive Director and upon its approval by board, including collection, custody, investment, disbursement, accounting, and auditing of all college funds.
3. Formulates, with Executive Director and other relevant staff, policies and procedures governing financial relations with students, bookstore, fees, recreational, and facilities etc.
4. Coordinates and prepares all records and related information for audits financial status of student organization accounts, campus services, and bookstores.
5. Administers financial aspects of student scholarships and student credit.
6. Keeps financial records and prepares annual financial report including IRS reports.
7. Recommends and administers policies and procedures for development and management of personnel, facility, including custodial care, sanitation, and fire and police protection.
8. Recommends policies and procedures for procurement of goods and non-personal services for college.
9. Coordinates service operations, such as printing, duplicating, mail and messenger service, bindery, and machine computing and tabulating.
10. Manages all personnel records and data keeping information systems.

Additional duties include but are not limited to the following:

1. Will be responsible for the collection, deposit, and accounting for all funds of the College and for administering any real property owned or leased by the College.
2. Will ensure compliance with all agreements made hereafter between the Board of Directors and other private or public agencies in accordance with budgets, contracts, grants and policies established by the College Board of Directors.
3. Will serve as the principal advisor to the Executive Director and the Board of Directors concerning fiscal management policies, practices and controls and be responsible for business management and budgeting services for the College.
4. Develop, monitor, and maintain computerized records management and other information systems management activities appropriate for ICC.
5. Complete word processing, typing, filing, incoming, and outgoing correspondence distribution, and receptionist activities for the administrative office of the ICC.
6. Maintain all formally approved policy documents and handbooks in an efficient and accessible manner.
7. Monitor and implement administrative office supply and equipment procurement, inventorying, and distribution in accordance with approved policies and procedures of the ICC.
8. Coordinate and/or implement activities to ensure that written information (brochures, handbooks, schedules, etc.) are printed/copied and distributed in a quality and timely manner.
9. Implement activities to create and maintain a welcoming, courteous, and professional atmosphere in the administrative office of the ICC
10. Implement a cumulative student record system in compliance with federal and state standard.
11. Will perform such other duties as are incident to the Business Manager and as may be specified by the Executive Director or the Board of Directors.
12. Demonstrated history of punctuality and fulfillment of work schedule and responsibilities.
13. Strong service orientation, ability to work well with others and independently, and excellent interpersonal and collaborative skills.
14. Demonstrated skills and competency in word processing, data management, communication, office management, dissemination, filing, typing, records management, and record keeping required.
15. Knowledge of the Yankton Sioux reservation and people preferred.
16. Experience in a Tribally-Controlled College or other post-secondary is a plus.
17. Ability to supervise employees.
18. Ability to work effectively in intercultural environments and with issues of cultural sensitivity.
19. Strong organizational skills.
20. Demonstrated ability to work systematically and accurately.
21. Ability to manage and prioritize projects and deadlines.
22. Detail oriented.
23. History of self directed work and an ability to set and achieve clear goals. Ability to carry out tasks with minimal supervision and follow-through in a timely manner.
24. Flexibility and ability to adjust to change.
25. Ability to perform physical work including lifting and carrying boxes weighing up to 50 pounds and using a stool or ladder (if need be) to reach to a height of seven feet.
26. Problem solving, accuracy, common sense, and a sense of humor.

### **QUALIFICATIONS:**

Minimum requirement is a Bachelor of Arts degree in Business Management/Accounting with 5 years of proven work experience in the field.

### **SALARY**

Salary is dependent on education and work experience and will be negotiated. The position is a permanent full-time position with an expected forty hours of work per week. Salary is commensurate with required

qualifications including education, work experience, background check, applicable drug test, and character. Salary is dependent on the availability of funds and is set by the Board of Directors, which is subject to change.

## **SUPERVISION**

Position reports directly to the Executive Director/Academic Dean

## **EVALUATION**

Evaluated annually in accordance with provisions of ICC policy. A 90-day probation period must be satisfactorily completed.

## **BENEFITS**

The position includes fringe, paid sick, annual, educational leave, health subsidy, and matching retirement. Employees are given limited tuition free courses per semester.

## **LENGTH OF POSITION**

This is a full time 40 hours per week permanent position.

## **EMPLOYMENT PREFERENCE**

The college provides preference in employment to any American Indian who is enrolled in a federally recognized tribe. Any individual claiming Indian preference must meet the following:

1. Must submit a properly completed and signed tribal enrollment form.
2. Must meet all qualification requirements stated in the job description.
3. Must be deemed suitable for employment by the college.

In accordance with title 5, United States Code, Section 2108 veterans shall be given preference. Any individual claiming veteran preference must meet the following:

1. Must submit a DD 214.
2. Must meet all qualification requirements stated in the job description.
3. Must be deemed suitable for employment by the college.

## **LICENSING AND REGULATION**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## **APPLICATION**

Interested individuals must submit a letter of interest, ICC application for employment, resume, references, and pertinent credentials. For more information about position contact Executive Director/Academic Dean at 605-384-3997.

You can also visit our webpage and download a job description and application for employment at: [www.iccoyate.com](http://www.iccoyate.com)

Mail applications and attachments to:  
Dr. Tony Garcia

File: BusinessManagersJobDescription.docx

P.O. Box 295  
200 South Main  
Marty, South Dakota 57361  
Phone 605-384-3997

### **ICC is an Equal Opportunity Employer**

#### **Equal Opportunity**

The Ihanktonwan Community College does not discriminate on the basis of race, color, sex, age, religious creed, political ideas, marital status, physical or mental handicap, or national origin or ancestry. The Ihanktonwan Community College operates in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 and all other applicable federal and tribal laws.