

**Little Big Horn College**  
**Position Description**

**Job Title: Chief Financial Officer**

**Department: Administration**

**Supervisor: President**

**Summary of work:** Lead financial advisor to the President and Board of Trustees and is responsible for providing leadership and support to the staff managing financial resources to assure that Little Big Horn College can successfully carry out its educational mission, both now and in the future. Administers and oversees the financial business office functions, including audit, payroll, financial reporting, student receivables, financial statement preparation, general accounting and internal controls. Develops and initiates systems, policies, and procedures for transacting financial matters. Ensures that the financial system is accurate, efficient, and in accordance with professional accounting practices and governmental regulations. The Chief Financial Officer will meet academic and professional qualifications, demonstrated dedication to academic excellence and student-centered education.

Essential duties and responsibilities:

- Manages, directs, and supervises the staff in the finance and business departments
- Responsible for the completeness and accuracy of the financial statements of LBHC to be prepared in conformity with generally accepted accounting principles (GAAP) as applied to government funding. Presents monthly financial statements to the BOT
- Solicits, plans and schedules annual audits, prepares the annual audited financial statement reporting package, audit working papers and lead schedules, monitors audit progress, maintains audit files, and reviews and approves proposed audit adjustments. Presents to President and BOT to resolved audit findings, deficiencies or material weaknesses, if any.
- Implements and guides financial management, fund distribution, cash managements, cost classification and audit and audit resolutions, procurement and property management, closeout, and record retention. Selects sound accounting principles and maintains adequate system of internal controls. Coordinates with other departments concerning short and long range fiscal needs and plans.
- Prepares overall operating budgets for the college, not limited to the gen fund, operational grant funding, and internal service funds, with assistance from the president and Project Director's, monitors budgets and investigates significant variances.
- Develops and implements policies and procedures pertaining to financial operations
- Assists in interpreting applying and ensuring compliance with established policies and procedures, governmental accounting standards and all other applicable laws' initiates any actions necessary to correct deviations or violations.
- Directs and monitors investments of the college and manages banking relationships.
- Forecasts revenues, expenditures and year end balances.

- Supervises daily accounting operations, especially the verifying and signing of payroll and cash disbursements.

Required knowledge, skills and abilities:

- Ability to communicate effectively both orally and in writing, exercise substantial independent judgement, and work with limited supervision.
- Familiarity with generally accepted accounting principles (GAAP) as set forth by the Financial Accounting Standards Board (FASB), pronouncements of the Governmental Accounting Standards Board (GASB), the Single Audit Act, and OMB Circulars and guidance pertaining to Colleges and Universities
- Advanced knowledge of computerized information systems used in accounting applications.
- Ability to manage multiple projects simultaneously with attention to detail, timelines and deadline dates
- Commitment to understanding of fiscal policy.

**Education:** Master's degree in Business or administration preferred. CPA a plus. Will consider bachelor's degree in finance or accounting with appropriate work history.

**Knowledge:** GAAP, GASB, Single Audit Act, OMB Circulars and guidance. At least 5 years of progressively responsible administrative experience in governmental or non-profit accounting

**Skills:** Excellent written communication and organization skills. Proven ability to work collaboratively with others, college and departmental committee experience as a supervisor preferred.

**Abilities:** Commitment to customer service and understanding the effects of fiscal policy on the overall aspects of the College. Must have knowledge or experience working with Native Americans, in an educational setting preferred.

Salary and selection: Will be based on education, qualifications and years of experience.

Must have or obtain a valid driver's license which allows individuals to be covered by LBHC insurance.

It is the policy of LBHC to provide equal opportunity in employment to all employees and applicants for employment. No person will be discriminated against in employment because of race, religion, color, sex, age, national origin, disability, military status, or any other characteristic protected by applicable federal or state law. However, LBHC Indian Preference in accordance with the spirit of the Indian Preference Act, PL 88-352-Sec. 707 (1) July 2, 1972, may grant first consideration for employment to Indians.