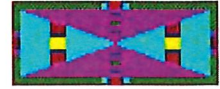


Little Big Horn College  
 8645 South Weaver Drive  
 PO Box 370  
 Crow Agency, MT 59022  
 PH (406) 638-3100  
 Fax (406) 638-3169



Thank you for your interest in Little Big Horn College employment. Please submit your application with the following **required** documents:

Applicant Name: \_\_\_\_\_ Closing Date: Friday April 4, 2025 @ 12:00pm

Available Position: Business Manager

Checklist of required documents:

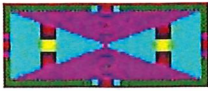
- \_\_\_\_\_ Signed Letter of Interest for the position
- \_\_\_\_\_ Current CV/Resume
- \_\_\_\_\_ Official Transcript of highest degree earned
- \_\_\_\_\_ Provide names and numbers to 3 references
- \_\_\_\_\_ Indian Preference Form (If applicable please include CIB, Current Tribal ID or SF-4432 as verification)
- \_\_\_\_\_ Consent to Release of Information Form
- \_\_\_\_\_ Drug Free Workplace Form

This position shall be open until filled unless a closing date is stated. Applications submitted after the closing date will be accepted but given less consideration, incomplete applications will not be considered. Applications can be submitted in person to the LBHC Administration reception with Melodee Reed, sent via email to Human Resources at [redfieldr62@lbhc.edu](mailto:redfieldr62@lbhc.edu) ,or mailed with "ATTN: Human Resources Office" (see mailing address at top of page).

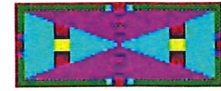
**To be completed by LBHC Human Resources**

\_\_\_\_\_ Date Received      \_\_\_\_\_ Incomplete      \_\_\_\_\_ Complete

Rebecca Redfield, Human Resources Director  
[redfieldr62@lbhc.edu](mailto:redfieldr62@lbhc.edu)  
 Director, Human Resources (406) 638-3148



## Little Big Horn College Position Description



**Job Title:** Business Manager  
**Department:** Administration  
**Supervisor:** Dean of Administration  
**Supervising:** Finance Department: Grants Mgmt, Payroll, AP/AR, Student Billing

### **Job Summary:**

**Business Manager** to oversee the day-to-day operations and strategic direction of our organization. Will be responsible for managing resources, optimizing processes, and ensuring the achievement of business objectives. This role involves financial oversight, team leadership, and collaboration across departments to drive organizational growth and efficiency. Develops and initiates systems, policies and procedures for transaction financial matters. Exercises supervision duties and delegates duties and responsibilities.

### **Key Responsibilities**

1. **Operational Management:**
  - Plan, direct, and coordinate daily business operations to ensure efficiency and effectiveness.
  - Advises President and Dean of Administration and other administrative staff of budget concerns or issues.
  - Develop and implement operational policies and procedures.
  - Monitor business performance and address areas requiring improvement.
  - Provides guidance with Dean of Administration on implementing financial management, fund distribution, cash management, cost classification, and audit and audit resolutions, procurement and property management, closeout and records retention.
2. **Financial Oversight:**
  - Manage budgets, forecasts, and financial reports.
  - Monitor expenses and ensure alignment with College goals.
  - Identify opportunities to reduce costs and increase profitability.
  - Supervises daily accounting operations, especially the verifying and signing of payroll and cash discernments.
3. **Team Leadership:**
  - Supervise, mentor, and evaluate staff across various departments.
  - Foster a positive and productive work environment.
  - Coordinate training and professional development initiatives for employees.
4. **Strategic Planning:**
  - Collaborate with senior leadership to develop and execute business strategies.
  - Identify growth opportunities and market trends to inform decision-making.
  - Set and monitor key performance indicators (KPIs) for the business.
5. **Client and Board of Trustee Relations:**
  - Build and maintain strong relationships with students, partners, and board members.

- Address customer concerns and ensure high levels of satisfaction.
  - Represent the organization in meetings, conferences, and public events as needed.
  - Provides monthly reports to Dean of Administration and potentially provides and presents, if needed, monthly finance reports to board of trustees.
  - Required to be present at Finance committee meetings with Board of Trustees.
- 6. Compliance and Risk Management:**
- Ensure compliance with industry regulations, company policies, and legal requirements within a higher education institution environment.
  - Identify potential risks and implement mitigation strategies.
  - Plans, designs, implements, and modifies the computerized accounting systems and procedures.

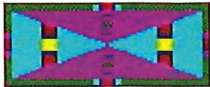
### **Qualifications**

- **Education:** Bachelor's degree in business administration, management, finance, accounting, or a related field (MBA or CPA preferred).
- **Experience:**
  - 5+ years of experience in business management, operations, or a related leadership role.
  - Proven track record of managing budgets, teams, and achieving business goals.
- **Skills:**
  - Strong leadership and interpersonal skills.
  - Excellent financial acumen and analytical abilities.
  - Proficiency in business software (e.g., Microsoft Office Suite, CRM tools).
  - Exceptional problem-solving and decision-making skills.
  - Effective communication and negotiation skills.
- **Knowledge:**
  - Non-profit multi-fund accounting principles and practices.
  - Compliance regulations and overall grant management

### **Working Conditions**

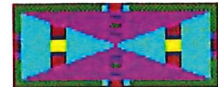
- Full-time position with occasional travel for business meetings or events.
- May involve extended hours during peak periods or project deadlines.

**Salary:** Based on years of experience and college's salary scale.



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## NATIVE AMERICAN/INDIAN PREFERENCE

**This position allows additional points to be given to the following preference categories:**

**Documentation must be provided for each priority:**

**First  
Priority**

Crow Tribal member

Proof of enrollment

**Second  
Priority**

Federally recognized tribal member legally married to a Crow Tribal member

Proof of applicant and spouse's enrollment

**Third  
Priority**

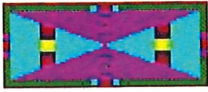
Any other outside federally recognized tribal member

Proof of enrollment

Applicants claiming preference must provide a copy of their CIB (Certificate of Indian Blood), BIA Form 4432, or current Tribal ID.

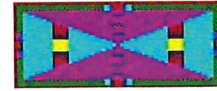
Please check one:

- Crow Tribal Member
- Federally recognized tribal member legally married to a Crow Tribal Member
- Any other outside Federally Recognized Tribal Member
- No preference claimed



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### Consent to Release of Information

I authorize any duly accredited representative of Little Big Horn College to verify any information I have listed on my resume with respect to previous employers, educational institutions, and character/personal references.

I understand that this authorization **does not include** the release of information from any lending institutions, medical institutions, hospitals, or health care professionals.

I further authorize any duly accredited representative of Little Big Horn College to request criminal record information about me from criminal justice agencies and the Department of Motor Vehicles for the sole purpose of determining my eligibility for the position of which I am applying.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is validated for initial period of not more than three months from the date signed and shall be limited to the sole purpose of obtaining information from the date signed and shall be limited to the sole purpose of obtaining information for the position of which I am applying.

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Signature

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Date

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Other Names Used

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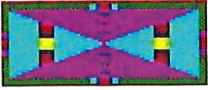
Social Security Number

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Current Mailing Address

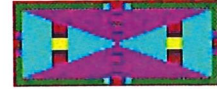
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Home Telephone Number



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### Drug Free Workplace Policy

Little Big Horn College in compliance with and in support of the Drug-Free Workplace Act of 1988 hereby notifies all employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited at Little Big Horn College.

Violation of this prohibition by an employee shall result in the college taking appropriate personnel action against the employee, up to and including termination of employment, or requiring the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

The goal of LBHC is to create an environment that is free of alcohol and the illegal use of drugs. The college recognizes the use of alcohol and drugs as a major barrier to academic success and has adopted an inclusive *Alcohol and Drug-Free Policy*, which mandates that all students and all employees must sign certificates. The College supports those who choose a lifestyle free of chemicals and supports those in recovery and prohibits the use and/or possession of alcohol and other drugs on campus. Standards of conduct, as outlined below, apply to all students, employees, and visitors at LBHC.

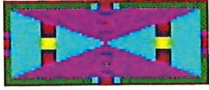
- No student, employee or visitor shall use, manufacture, sell, give away, barter, exchange, or distribute a controlled substance or drug paraphernalia.
- No student, employee, or visitor shall possess a controlled substance or any alcoholic beverage while on campus or while involved in college activities, service projects, programs or work situations off campus (except as prescribed by a physician).
- No employee shall report to work and no student or visitor shall report to campus while under the influence of alcohol or a controlled substance (except as prescribed by a physician), which affects alertness, coordination, reaction, response, judgment, decision-making or safety.

Any employee who violates this policy will be referred to the appropriate supervisor or dean to review the violation. The police shall be called in those cases involving visitors to the college.

I, \_\_\_\_\_, understand the stated policy and procedure and agree to abide by it as a condition of employment and will notify Little Big Horn College of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

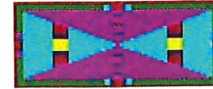
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## EMPLOYEE CONFIDENTIALITY AGREEMENT

**It is important to protect the privacy of employees/clients/students etc. therefore, an Agreement of Confidentiality must be signed by all employees. Please read and sign this agreement and return it to Human Resources.**

The nature of services provided by Little Big Horn College requires that information be handled in a private, confidential manner.

Information about our clients will not be released to outside people or agencies without our written consent and the consent of the client. The only exception to this policy will be to follow legal or emergency guidelines. All memoranda, notes, reports, or other documents compiled about our clients will remain part of our confidential records.

Personal or identifying information about our staff (such as names, addresses, phone numbers, or salaries) will not be released to people not authorized by the nature of their duties to receive such information. Personal or identifying information about our staff will not be released to outside people or agencies without the consent of the staff person; the only exception to this policy will be to follow legal guidelines in an emergency.

The undersigned individual agrees to follow this confidentiality agreement and will speak to his or her supervisor if there are questions regarding the disclosure of information.

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Employee Print

Employee Signature

Date

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Witness Print

Witness Signature

Date