



Roberta Patten
Board of Regents Chair

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SAN CARLOS APACHE COLLEGE

HUMAN RESOURCES

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Job Posting

Director of Business Affairs

POSITION TITLE: Director of Business Affairs

VACANCY ANNOUNCEMENT: #24-01

WORK LOCATION: San Carlos Apache College, Main Campus in San Carlos, AZ

DEPARTMENT: Business Affairs

REPORTS TO: College President

EMPLOYMENT STATUS Regular Full-Time (Exempt)

OPENED: April 8, 2024

DEADLINE: Open Until Filled

SUMMARY: The Director of Business Affairs reports to the President of the College and serves as the College's Chief Financial Officer (CFO). The Director of Business Affairs will oversee the full range of finance and business functions and operations of the College required for the effective and efficient use of the institution's fiscal and other resources, will supervise the staff of the Business Affairs Office, and will ensure the College is consistently fulfilling its mission and is always in compliance with the finance policies, procedures, and goals of the institution.

Essential Responsibilities: Essential responsibilities and duties may include, but are not limited to, the following:

- Oversee all the financial operations of the College to include accounting, support services, bookstore, budgetary control, investments, payroll, purchasing, inventory control, accounts payable, accounts receivable, and the financial coordination and reporting of grants
- Direct the annual budget development process to include preparation of enrollment and revenue estimates and the development of recommendations for staffing and compensation.
- Develop, recommend, and implement strategies for the most efficient and equitable allocation and use of the financial resources available to the College.
- Assist and support the President and other members of the Executive Team in ensuring the College's network infrastructure, telecommunications and broadband capacities, management information systems, management systems for teaching and learning, and budgeting processes are kept current and will fully support the instructional, student development, and administrative functions of the College.

- Work closely with the President in the acquisition of additional land and buildings to meet the needs of future campus growth and development, in the development of funding strategies to meet the need for new and/or remodeled facilities.
- Work closely with her/his direct reports to implement and monitor their Professional Development Plans (PDPs), to provide them periodic assessments of their performance, to require them to be “accountable” for their jobs, and to arrange opportunities for their ongoing professional development and growth.
- Oversee the prompt processing of all travel requests, travel advances, and travel reimbursements.
- Ensure that reconciliations of credit card balances are performed on a monthly basis.
- Maintain a continuously updated inventory of the institution’s fixed and other assets, including buildings, vehicles, computer hardware and software, equipment, furniture, and instructional resources. Maintain a “schedule” for the reporting of inventories. Assist the President and other members of the Executive Team in monitoring the College’s pricing policies, especially as they relate to tuition, fee, and contractor rates.
- Assist with the financial oversight of major grants, gifts, and contracts for the College.
- Make all the preparations required for the independent conduct of annual audits.
- Monitor the cost centers and institution’s budgets on a monthly, quarterly, and annual basis.
- Perform monthly reviews of personnel and operating expenses to ensure they have been accurately tied to the correct accounts and codes.
- Prepare various financial reports for the College’s Executive Team and Board of Regents.
- Secure contractor services for the College’s building maintenance needs.
- Provide continuous “backup support” to the College’s staff responsible for AP/AR and procurement.
- Become familiarized with NACUBO concepts and principles for accounting and the business management of higher education institutions and their offices/departments, including participating in NACUBO seminars—and make proper use of these concepts and principles in fulfilling the College’s accounting and financial reporting requirements
- Perform other duties as assigned.

Qualifications & Skills

- Knowledge of Generally Accepted Accounting Principles, budgeting models/systems, financial statements, and financial audits.
- Knowledge of budget and audit preparations, the administration of funds, the financial coordination and oversight of grants and contracts, and the processing of travel requests, advances, and reimbursements.
- Knowledge of, and experience with Excel, SAP, and QuickBooks—and a commitment to mastering other software to carry-out effectively the functions of higher education accounting and budgeting.
- Knowledge of the inventory of fixed assets, and of accounts payable/accounts receivable.
- Knowledge of procurement policies and procedures.
- Knowledge of the critical *interface* between Human Resources and the College’s Finance policies and functions.
- Ability to create sound financial/operations policies and procedures.
- Ability to collect, interpret, and synthesize statistical data, especially of a financial nature.

- Ability to multitask with attention to detail.
- Ability to plan, organize and prepare required financial and other business affairs reports.
- Ability to resolve conflicts for a wide range of personnel and organizational issues.
- Ability to communicate effectively with clients, staff, and others.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain professionalism and a strict standard of confidentiality.
- Ability to create a welcoming and safe environment for all employees and students.
- Ability to establish and maintain a positive and productive working relationship with individuals.
- Ability to relate to Apache history and culture as it relates to family and community.

Work Schedule

Normal work schedule is Monday-Friday 8:00 a.m. – 5:00 p.m. Work schedule may consist of working beyond normal business hours to support college activities and needs.

Education, Experience, & Requirements:

- ✓ Successful completion of a bachelor's degree in Finance, Accounting, Business Administration, Higher Education Administration, or a related field is required. (***NOTE: Applicant must submit a copy of all college transcripts to meet positive education requirements***).
- ✓ In addition to meeting the basic requirements above, candidates must have had five (5) years of specialized experience. ***Specialized experience is required in the field of business affairs/administration, or finance, especially with tribal institutions of higher education and tribal departments.*** Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".
- ✓ Applicant must submit a cover letter, resume, two (2) letters of recommendation.
- ✓ Driver's license required or to be acquired within the 90-day probationary period.
- ✓ Ability to pass a pre-employment background check.
- ✓ Ability to pass a pre-employment drug and alcohol test.

Compensation:

Depending on Experience

How to Apply:

- Please email an employment application and resume to Samantha Alvarez-Santi, Human Resources Manager at samantha.alvarez-santi@apachecollege.org or hr@apachecollege.org.
Employment applications can be found on our San Carlos Apache College website
- The San Carlos Apache College follows our Native Hiring Preference Policy.
- The San Carlos Apache College is an Equal Opportunity Employer.