

STONE CHILD COLLEGE

8294 Upper Box Elder Rd. Box Elder, MT, 59521 – (406) 395-4875 – www.stonechild.edu

EMPLOYMENT ANNOUNCEMENT:

Job Title:	Accounts Receivable Manager
Opens:	
Closing:	
Supervisor:	Chief Financial Officer
Classification:	Full-time, non-exempt
Salary:	Commensurate with SCC Salary Scale, based on experience and education. Includes fringe benefits.

JOB SUMMARY:

Stone Child College is seeking a highly motivated and experienced individual to fill the position of Accounts Receivable Manager. This role will be responsible for ensuring that college's general fund accounts receivable funds are properly documented and reconcilable with the college's accounting system.

JOB DUTIES:

- Cash Receipts
 - Issue cash receipts for electronic draw downs
 - Enter deposits and draw downs into the college's accounting system
 - Maintain deposit files by month
- General Fund Receivable accounts
 - Record any receivables made to the general fund on the college's accounting system
 - Record payments made to receivables
- Fixed Assets
 - Tag any asset with a red tag that is over the amount written in the policy
 - Identify and record any fixed asset on the fixed asset table
 - Every other year do inventory on documented fixed assets
- College Credit Card
 - Record any charges made by credit card in the colleges accounting system
 - Reconcile monthly with charges made by credit card.
 - Maintain credit card files monthly
- Other duties as assigned by the CFO

KNOWLEDGE, SKILLS, AND ABILITIES:

- Associate degree in business or accounting required.
- Bachelor's degree in business or accounting preferred.
- Requires general knowledge of standard accounting procedures and computerized accounting systems.
- Strong organizational and time management skills to handle multiple tasks and deadlines.
- Understanding of Native American cultures, traditions, and challenges faced by Native American communities.
- General knowledge of office administration procedures and bookkeeping.
- Demonstrated ability to use Microsoft Office

HOW TO APPLY:

Please submit a complete application consisting of the following documents, in either hard or electronic copies in Portable Document Format (PDF):

- Letter of interest

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- Current resume or CV
- Transcripts (unofficial may be used at time of application, but official will be required upon hiring)
- Three (3) professional letters of reference with contact information (current – one year or less)
- SCC application (<https://www.stonechild.edu/employment/>)

Via email to: Clarissa Bumpass, Assistant to the President//Human Resources Director – hr@stonechild.edu. Only complete applications will be considered. All positions require pre-employment drug testing and criminal background check.

SCC will give preference in hiring to qualified Chippewa Cree tribal members, American Indians, and Veterans.