

MINNESOTA STATE COLLEGES AND UNIVERSITIES
System Office

Employee Name:	Position Control Number: 00609080
Department/Division: Minn State System Office Financial Reporting	Classification Title: Accounting Officer, Intermediate
Prepared By: Metody Popov	Working Title: Grants and Reconciliation Accounting Officer
<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative <input type="checkbox"/> Unlimited <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Limited	<i>If Exempt, attach required documentation</i> If seasonal, list months during the season worked
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intermittent Percent if not full-time _____ %	Date Prepared: 02/27/2018

This position description accurately reflects my current job.		This position description reflects the employee's current job.	
Employee Signature	Date	Supervisor Signature	Date

POSITION PURPOSE *(why position exists; how it helps accomplish mission of the department/division)*

To assist in the management of and maintain financial records of Minnesota State Colleges and Universities system wide grant funds in accordance with grant regulations. To provide assistance with reconciliation duties for the Minnesota State Office of the Chancellor. Review business practices and procedures to assist in the preparation of procedural manual and development of recommended business practices. Prepare account reconciliations and other Business Office tasks as assigned.

RESPONSIBILITIES AND RESULTS

- Ensure all grant activities are properly reflected in the accounting system.
Priority: Essential Percent of Time: 10%
- Monitor grant activity cash flow to ensure adequate cash balance and meet federal guidelines. Review and record transactions.
Priority: Essential Percent of Time: 30%
- Develop and prepare grant budgets, analyze data, review expenditures and budget.
Priority: Essential Percent of Time: 20%
- Prepare various grant financial reports.
Priority: Essential Percent of Time: 10%
- Ensure all grant activities conform to federal and private grant requirements. Advise grant managers of concerns and/or problems. Maximize use of funds.
Priority: Essential Percent of Time: 5%

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6. Complete reconciliations and follow up on reconciling items
Priority: Essential Percent of Time: 10%
7. Prepare bank deposits to ensure accurate recording and timely deposit; procedure manual and reports as needed; attend meeting and perform other duties as assigned.
Priority: Essential Percent of Time: 10%
8. Pursue professional and personal development to maintain expertise in areas of responsibility.
Priority: Secondary Percent of Time: 5%

Priority: Essential=if responsibility is reason job exists, is a highly specialized task or one that requires special education or training licensure, requires a great % of time, has a high level of accountability (consequences are considerable to others or the institution if failure to perform), the responsibility is essential; *Secondary*=if not essential, then responsibility is secondary; **Discretion (optional)**: A=Employee investigates situations, makes decisions, takes appropriate action reports by exception and through normal review processes; B=...reports to supervisor immediately after action is taken; C=...makes decisions with supervisor...reports to supervisor immediately after action is taken; D=Employee discusses situations with supervisor before investigation, makes decisions with supervisor, takes appropriate action, and reports to supervisor immediately after action is taken.

KNOWLEDGES, SKILLS, AND ABILITIES

Minimum Qualifications *(expected to have to enter job)*

- 2 year degree in accounting plus five (5) years of accounting experience OR Bachelor's degree in accounting or business or a related field (business, finance, or economics) with three (3) Years of accounting experience.
- Intermediate/Advanced Microsoft Excel skills to independently analyze large amounts of data and resolve simple to complex problems.
- Intermediate/Advanced knowledge using a database tool such as Microsoft Access.
- Knowledge and ability to apply Generally Accepted Accounting Principles (GAAP)

Preferred Qualifications *(desired but not expected to have to enter job)*

- Bachelor degree in accounting with 5 years of accounting including non-profit grant experience.
- Thorough knowledge of the Minnesota State and State of Minnesota policies and procedures.
- Knowledge of Minnesota State Financial Systems.
- Thorough knowledge of federal grant regulations and knowledge of resources available.
- An understanding of good business practices as it applies to grants, disbursements, receipts, and reconciliation techniques
- Knowledge of Statewide Integrated Financial Tools (SWIFT) accounting
- Experience with solving problems based on analyzing data
- Ability to develop effective working relationships and work collaboratively with colleagues
- Strong communication skills (written and verbal)

RELATIONSHIPS

This Position Reports to *(provide class title, not person's name):*

Minnesota State Colleges and Universities Business Office Supervisor

Supervises *(classification title; FTE; # in position; note if providing work direction only)*

None

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Internal and External Clientele and Purpose of Contact *(the most significant job related contacts)*

350 Minnesota State employees, college and university campus personnel, grant directors and coordinators, federal agencies, and private foundations.

PROBLEM SOLVING *(most difficult types of problems to resolve and consequence of error/non-resolution)*

This position will work with business office staff, other Minnesota State staff, and staff from other agencies in order to review business practice, procedures and develop recommended daily practices and procedures. This position will work with staff and departments in resolving questions or issues related to grants. This position must see that all transactions comply with policies and procedures and will work with staff in helping them understand the policies and procedures. This position is expected to make recommendations for improvements in the procedures and practices in all areas of responsibility.

FREEDOM TO ACT

Budget *(\$ authority and/or type of impact on budget, i.e., signatory, manage, monitor, recommend)*

Minnesota State Federal Carl D Perkins grant \$20 million– Cash flow – Financial Reporting – Account structure

Minnesota State Private Foundation grants \$1.2 million– Accounting – Financial Reporting – Account Structure

Minnesota State Federal grants \$2-3 million – Cash Flow – Financial Reporting – Account Structure

Decision(s) Position Makes and Decision(s) Referred to Higher Authority

This position is authorized to independently resolve grant administration issues related to campuses and must communicate resolutions of significance to Business Office Supervisor. Most day-to-day problems and questions are solved directly. The incumbent is expected to monitor day-to-day problems or issues and develop suggested approaches to minimize these problems or issues in the future.

All employees must comply with department and institution procedures and policies, Minnesota State policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.