

Job Class: Accounting Officer Principal – Job Posting 26225
Working Title: Business Office Lead Accountant

Who May Apply: Open to Minnesota State colleges & universities employees

Date Posted: 8/27/2018

Closing Date: 09/17/2018

Hiring Agency/Seniority Unit: Minnesota State - System Office

Division/Unit: Finance

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: M-F

Travel Required: Yes, occasionally for training and conferences

Salary Range: \$26.30 - \$38.75/hourly; \$54,914 - \$80,910/annually

Classified Status: Classified

Bargaining Unit/Union: 214 - MN Assoc of Professional Empl/MAPE

FLSA Status: Non-exempt

Connect 700 Program Eligible: Yes

Job Summary:

This position will perform complex fiscal management functions and accounting work for the Minnesota State System Office by providing leadership in accounting reconciliation processes, policy and procedure development, compliance monitoring, financial reporting, financial transaction processing (purchasing, disbursement, payroll, etc.), etc.

This position applies knowledge in accounting and fiscal management to develop and implement policies and solutions to a variety of problems and issues facing all levels of management and staff of the Minnesota State system office.

Minimum Qualifications:

Resume must reflect all minimum qualifications. Please enter your experience in chronological order, including the month and year of employment.

- Three or more years of Minnesota State accounting experience
- Associate's Degree in Accounting or a Bachelor's Degree in a related field
- Expert proficiency in Microsoft Excel



- Experience in using a database querying application
- Experience in solving problems based on analyzing data
- Ability to develop effective working relationships and work collaboratively with colleagues
- Strong communication skills (written and verbal)

Preferred Qualifications:

- Bachelor's Degree in Accounting
- Experience in a team lead or supervisory role
- Experience complying with federal and state statutes
- Knowledge of Minnesota State Financial Systems and related policies and procedures
- Knowledge of SWIFT accounting module and state of Minnesota policies and procedures
- Knowledge of good business practice and internal control concepts
- Knowledge of Accounting and Financial Reporting Standards

Additional Requirements

In accordance with the Minnesota State Colleges & Universities (Minnesota State) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to Minnesota State's Vehicle use criteria and consent to Motor Vehicle Records check.

Other Information:

Employment information for this position can be found in its collective bargaining agreement or its plan document at <http://mn.gov/employee-relations/labor-relations/Labor>.

Why Work for Us

At Minnesota State we promote the ability for our employees to move within the Minnesota State system of Colleges and Universities, located throughout the State of MN. To learn more, please visit: [Work at Minnesota State!](#)

At Minnesota State, we have a GREAT BENEFITS PACKAGE! Our generous benefits include 11 paid Holidays, Vacation Time, Sick Time, six weeks of Paid Parental Leave, low cost medical and dental insurance with low deductibles, a Pension Plan, 457(b) and 403(b) retirement plans and other retirement investment options, pre-tax medical and dental expense (with roll-over option) and dependent care accounts, employer paid life insurance, short and long term disability, as well as professional development and a tuition waiver program for employees and their dependents, etc. We promote the health and well-being of our employees and take work/life balance seriously.

How to Apply

External Applicants: Go to the State of MN's career site at <http://www.mn.gov/careers>.

Internal Applicants: Go to Self-Service/Careers.

Contact

If you have questions about the position, contact Jessica White at jessica.white@minnstate.edu or 651/201-1845.

Equal Employment Opportunity

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email careers@state.mn.us. Please indicate what assistance is needed.