



MINNESOTA STATE

Human Resources

Your HR team for the system office

Job Class: Accounting Officer – Job Posting 19202 Working Title: Accounting Officer

Who May Apply: Open to all qualified job seekers

Date Posted: 12/28/2017

Closing Date: 01/10/2018

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: \$18.66 - \$26.99/hourly; \$38,962 - \$56,355/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 is responsible for reconciling SWIFT to Minnesota State appropriation; reconciling bank statements to Minnesota State records; working with ITS staff and other units at the System Office to coordinate all steps necessary to approve and prepare invoices for payment and processing all invoices for all system office units. This position will also clarify accounts payable and expense procedure for staff; monitor accounts payable transactions to ensure that all disbursements are made in compliance with all Minnesota State and State of Minnesota policies and procedures; review and monitor for compliance and entering business expense reimbursements.

Minimum Qualifications:

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

- Accounting Degree or related field or a minimum of 2 years of accounting experience.



- An understanding of good business practices as it applies to disbursements, purchasing and reconciliation techniques.
- Strong ability to pay attention to detail.
- The ability to effectively work with and communicate with all individuals on a professional level in broad range of circumstances both verbally and written.

Preferred Qualifications:

- Reconciling SWIFT to another accounting systems.
- Reconciling bank statements to Minnesota State records.
- Monitoring accounts payable transactions to ensure that all disbursements are made in compliance with all of Minnesota State and State of Minnesota accounting and administration policies and procedures.
- Reviewing, monitoring for compliance and entering business expense reimbursements for employees.

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.