



MINNESOTA STATE

Human Resources

Your HR team for the system office

Accounting Officer Senior- Job 19034

Working Title: Financial Program Manager

Who May Apply: Open to all qualified job seekers

Date Posted: 12/20/2017

Closing Date: 01/12/2018

Hiring Agency/Seniority Unit: MN St Colleges & Universities System Office/MAPE

Division/Unit: Minnesota State System Office/Finance

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: M-F

Travel Required: Yes - 5%

Salary Range: \$21.98 - \$32.24/hourly; \$45,894 - \$67,317/annually

Classified Status: Classified

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

FLSA Status: Nonexempt

[Connect 700 Program Eligible:](#) Yes

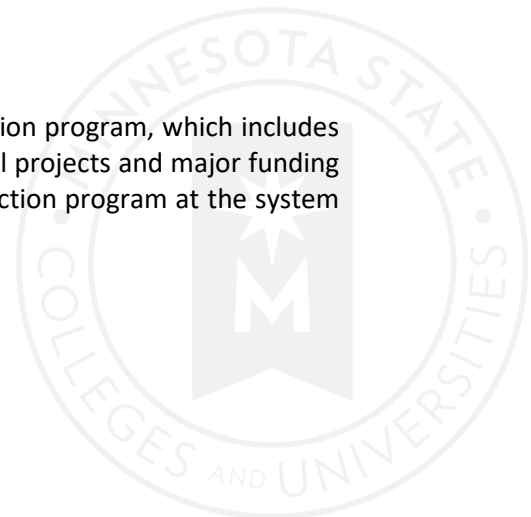
Job Summary

PROGRAM BACKGROUND

Board Policy states “The system office shall develop necessary procedures and systems to administer, monitor and report on all facilities construction projects funded by capital [General Obligation], HEAPR, Revenue Fund or other major sources.” The Financial Program Manager position plays a key role with administering these responsibilities.

POSITION PURPOSE

Maintain internal and external compliance of the system’s capital construction program, which includes creating, budgeting, reporting, and overseeing financial aspects of individual projects and major funding programs units and financial operations of the Facilities design and construction program at the system level.



Minimum Qualifications:

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

- Bachelor's degree in business, accounting, or related degree or minimum of 6 years demonstrated experience in similar role.
- Ability to read, interpret and apply federal laws, state statutes, and other regulations.
- Experience creating excel spread sheets, graphs, charts, pivot tables and data base applications sufficient to monitor project and program funding and financial status.
- Ability configure financial data for project and vendor reports from available software, reporting applications and programs.
- Ability to communicate and develop strong working relationships with project team members and stakeholders.
- Ability to train and mentor college/university staff for business procedures and assist them to resolve project financial issues.

Preferred Qualifications:

- Experience in State of Minnesota's accounting system (SWIFT), Minnesota State's accounting system (ISRS) and EPM11 to review data and run reports.
- Knowledge of design and construction terminology and standard construction business processes.
- Experience working with higher education facilities.

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 a 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/mmb/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 apply at <http://www.mn.gov/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.