



MINNESOTA STATE

Human Resources

Your HR team for the system office

Job Class: Accounting Officer – Job Posting 39710 Working Title: HRSC Payroll Lead

Who May Apply: Open to all qualified job seekers

Date Posted: 3/16/2020

Closing Date: 3/30/2020

Hiring Agency/Seniority Unit: Minnesota State - System Office

Division/Unit: HR Service Center

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: \$19.90 - \$28.78/hourly; \$41,551 - \$60,092/annually

Classified Status: Classified

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

Locations: External Applicants (including current State of MN employees): Dakota County
Technical College – Rosemount

Internal: Current Minnesota State employees may work remotely from current campus

FLSA Status: Non-exempt

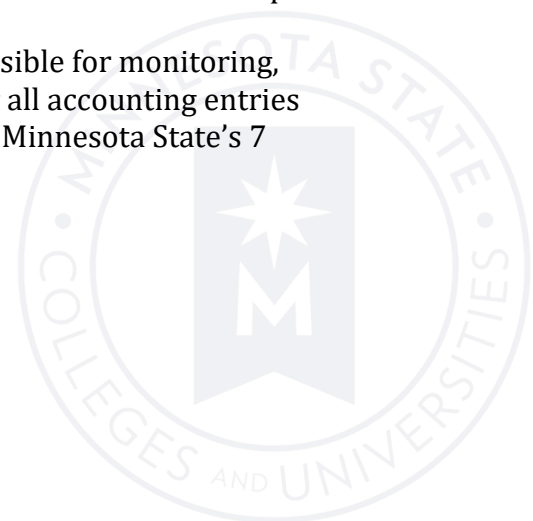
[Connect 700 Program Eligible:](#) Yes

Job Summary:

The location for the position is:

- Dakota County Technical College in Rosemount for external applicants (including current State of MN employees)
- Current Minnesota State employees may work remotely from their current campus.

This position provides professional accounting work and is responsible for monitoring, auditing and reconciling fiscal payroll processes and data ensuring all accounting entries and reconciliations are completed for the SWIFT/ISRS systems for Minnesota State's 7 State Universities and 30 Colleges as part of the HR Service Center.



About Minnesota State

Minnesota State is the largest single provider of higher education in the state. With 37 institutions, including 30 community and technical and seven state universities, Minnesota State serves 64 percent of the state's undergraduate student population.

We employ more than 15,900 dedicated faculty and staff focused on student success. We provide essential training and specialized certification options for business, industry, and professionals throughout Minnesota.

Minimum Qualifications:

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

- Four (4) years of payroll processing, accounting or related experience.
- Knowledge of auditing principles and procedures sufficient to provide information to assist in the audit of a division or agency.
- Experience with State of Minnesota (or comparable) accounting systems sufficient to compile, reconcile, analyze and interpret fiscal information for use by management.
- Verbal and written communication skills sufficient to adapt communication style to suit different audiences.

Minnesota State is unable to sponsor applicants for work visas. All applicants must be legally authorized to work in the US.

Preferred Qualifications:

- Associate degree in accounting or finance.
- Thorough understanding of the Minnesota State Accounting System, SWIFT, Sema4 and SCUPPS.
- Ability to prepare and interpret complex reports and records.
- Ability to interpret federal and state laws.
- Skill in coordinating, training and guiding the work of lower level employees.
- Ability to prioritize work independently.

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 (\$35.04 per month single and \$239.02 per month family) and dental insurance with low deductibles (\$150 - \$1500), 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.