



MINNESOTA STATE

Human Resources

Your HR team for the system office

Job Class: Accounting Officer Sr. – Job Posting 41758 **Working Title: Accounting Officer Senior**

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

Date Posted: 9/12/2020

Closing Date: 10/12/2020

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: \$24.03 - \$35.24/hourly; \$50,174 - \$73,581/annually

Classified Status: Classified

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

FLSA Status: Non-exempt

[Connect 700 Program Eligible:](#) Yes

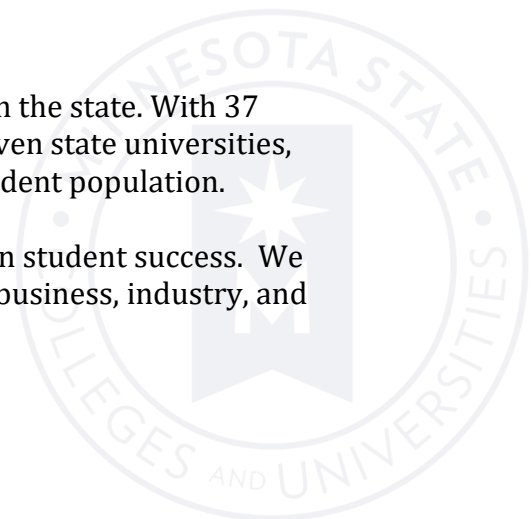
Job Summary:

To assist in the accumulation of data for and the preparation of Minnesota State Colleges and Universities Annual Financial Report and other system-wide reports. Provide leadership in the improvement of financial information to ensure that financial position of Minnesota State Colleges and Universities is accurately portrayed and reporting requirements are met. This position expects the employee to make difficult decisions related to financial statement processes and presentation, based on his/her professional judgment and experience.

About Minnesota State

Minnesota State is the largest single provider of higher education in the state. With 37 institutions, including 30 community and technical colleges 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.



The work location is in the heart of downtown St. Paul, right in the skyway system. Benefits include excellent low cost and low deductible health and dental insurance, retirement package, tuition waiver at Minnesota State institutions (after three years of employment) and flexible working hours.

Minnesota State System Office is proud to be a Minnesota Yellow Ribbon agency.

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 with Major in Accounting or related field
- Two years of professional experience in accounting
- Knowledge and ability to apply GAAP and federal and state statutes
- Strong communication skills (written and verbal)
- Strong analytical skills
- Experience with MS Excel analyzing large data
- Knowledge of Governmental Accounting and Financial Reporting Standards as put forth by the Governmental Accounting Standards Board
- Ability to develop effective working relationships and work collaboratively with colleagues

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

Preferred Qualifications:

- Experience preparing financial statements
- Knowledge of Minnesota State Financial Systems
- Experience with Microsoft Office, EPM11, ISRS
- CPA or MBA, or working towards obtaining one of those

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 <https://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 (\$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.

