**Job Class:** Accounting Officer Principal – Job Posting 39221  
**Working Title:** Financial Operations Specialist

**Who May Apply:** Open only to current State employees  
**Date Posted:** 2/26/2020  
**Closing Date:** 3/6/2020  
**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:** $26.89 - $39.62/hourly; $56,146 - $82,726/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 provides expertise, assistance, and leadership in the areas of financial operations, internal controls, and reporting. The position also supports the Minnesota State Colleges and Universities planning and change management strategy by training and communicating with system wide personnel.

The position will assist the Accounting Director in making decisions and proposing solutions related to financial operations processes, controls, and reporting based on professional judgment and experience. The position will act with limited guidance and be flexible in dealing with urgent ad hoc financial project requests. Emphasis on accuracy and timeliness of all assignments are critical.

The position will be involved in extensive communication both written and as a key trainer for the NextGen project to replace the ISRS enterprise resource planning (ERP) system.
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 in accounting or related field.
- Five years of accounting experience.
- High proficiency in Microsoft Excel.
- Experience in using a database querying application.
- Experience in solving problems based on analyzing data.
- Experience in drafting reports and business correspondence.
- Experience in performing individual or group presentations in order to explain, train, or negotiate.
- Strong communication skills (written and verbal)

Preferred Qualifications:

- Experience performing Minnesota State accounting, disbursement, and receivable duties
- Experience in a team lead or supervisory role
- 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 federal and state statutes
- 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/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

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.