Job Class: Accounting Director (Job 54405)
Working Title: Accounting Director

Who May Apply: Open to current Minnesota State employees.
Date Posted: 3/30/22
Closing Date: 4/8/22
Hiring Agency/Seniority Unit: Minnesota State - System Office/MMA
Division/Unit: Minnesota State System Office / Accounting
Appointment Type: Limited, Full-time
Work Shift/Work Hours: Day Shift
Days of Work: M-F
Travel Required: Yes, occasionally for training and conferences
Salary Range: $33.27 - $47.93/hourly; $69,467 - $100,077/annually
Classified Status: Classified
Bargaining Unit/Union: 216 / MMA
Work Area: St. Paul
FLSA Status: Non-exempt
Connect 700 Program Eligible: Yes

Job Summary:

This is a temporary unclassified position that will last up to 3 years and will require you to take a leave of absence or resign from your current position.

Provide direction, assistance, and coordination in the areas of financial management to colleges, universities, and the system office so that financial information is timely and accurate and Minnesota State, State of Minnesota, and federal requirements are met.

Manage and direct the staff and operations of the Campus Assistance and Perkins Loans Units by setting goals and objectives, monitoring and improving accounting and Minnesota State and State of Minnesota financial systems, policies, procedures, controls and business processes.

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 14,800 dedicated faculty and staff focused on student success. We provide essential training and specialized certification options for business, industry, and professionals throughout Minnesota.

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, Business, or related field
- Six (6) years of professional experience in accounting
- Two (2) years of supervisory experience
- Knowledge of audit procedures and internal controls, chart of account issues, Minnesota State financial information systems, and State appropriation and allocation process sufficient to assist in the planning for the financial operations of Minnesota State.
- Knowledge of State laws and regulations, accounting, financial management, and business procedures applicable to Minnesota State and higher education.
- Knowledge of financial database, spreadsheet, and word processing technology tools.
- Knowledge of management practices sufficient to direct the strategic and operational planning of the Campus Assistance, Student Loans, and assigned Finance related projects.
- Knowledge of Generally Accepted Accounting Principles (GAAP) theory and concepts and practices in Minnesota, Governmental GAAP theory and concepts and practices for Minnesota.
- Ability to manage a complex function that requires coordination between many colleges, universities, and persons.
- Demonstrated Commitment to equity and inclusiveness; able to bring diverse perspectives and experiences together
- Human relations skills sufficient to facilitate and chair work groups and committees and negotiate cooperation among competing stakeholders.
- Human relations skills sufficient to present, communicate, and coach individuals on new or improved financial management methods and procedures.
- Ability to lead Campus Assistance, Financial Reporting and Finance division strategic and operational planning efforts and make decisions that have system-wide impact.
Preferred Qualifications:

- Master’s Degree in Accounting or related field
- Knowledge of large, complex financial systems, policies, procedures, and practices (such as banking, accounts receivable, purchasing, financial aid, and student registration) sufficient to manage and direct the consultation and training services provided system-wide that will assist Minnesota State in improving processes and optimize their use of the systems.
- Knowledge of Minnesota State and State of Minnesota data warehouse and data processing concepts.
- Knowledge of team dynamics and team building sufficient to direct the development and implementation of solutions to a variety of financial problems and issues facing management and staff in colleges and universities system-wide.
- Knowledge of state laws and regulations other than those directly applicable to Minnesota State.
- Knowledge of State of Minnesota accounting, payroll, and budget systems.
- Knowledge of federal laws and requirements related to cash management.
- Knowledge of bargaining unit agreements, compensation plans and personnel laws, rules, regulations, policies, and procedures sufficient to administer personnel policies and bargaining unit agreements.
- Managerial skill sufficient to guide and coordinate complex Minnesota State operations within the external forces established by GAAP, statutes, federal and state laws.
- Creative and analytical problem-solving skills enough to develop and recommend new or improved financial management methods and procedures.
- Ability to be creative in problem-solving sufficient to develop solutions to ambiguous and complex problems that will satisfy the needs of competing stakeholders.
- Ability to communicate effectively, both verbally and in writing sufficient to advocate and gain conformity with Minnesota State Financial Reporting goals and objectives.

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

Additional Requirements:

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 the Minnesota State 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](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 Minnesota. To learn more, please visit: [Work at Minnesota State!](http://mn.gov/employee-relations/labor-relations/Labor)

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 ($37.74 per month single and $257.50 per month family) and dental insurance with low deductibles ($250 - $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**

Internal Applicants: Go to Self-Service/Careers.

**Contact**

If you have questions about the position, contact Shawna Tienter at shawna.tienter@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.