



## **Job Class: Accounting Officer Intermediate – Job Posting #75344**

### **Working Title: Accounting Officer Intermediate**

**Who May Apply:** This posting is open all qualified job seekers.

**Date Posted:** 04/01/2024

**Closing Date:** 04/15/2024

**Hiring Agency/Seniority Unit:** Minnesota State - System Office / MnSCU Central Office-MAPE

**Division/Unit:** Finance

**Appointment Type:** Unlimited, Full-time

**Work Shift/Work Hours:** Day Shift

**Days of Work:** Monday - Friday

**Travel Required:** No

**Salary Range:** \$24.92 - \$36.34/hourly; \$52,032 - \$75,877/annually

**Classified Status:** Classified

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

**FLSA Status:** Nonexempt

**[Connect 700 Program Eligible:](#)** Yes

### **Job Summary**

Telework is available and negotiated at the time of hire.

Assist in the accumulation of data for and the preparation of Minnesota State Colleges and Universities (Minnesota State) Annual Financial Report, other system-wide reports. Assist in determining areas to be monitored and in the analysis and improvement of financial information to ensure that financial position of the Minnesota State is accurately portrayed and reporting requirements are met. Work closely with other Financial Reporting Units such as Campus Assistance, Loans, and System Office Business Office to provide help on those units' projects or duties.

Specific Duties Include:

- Provide training, assistance, and guidance to Minnesota State institutions for the preparation of the annual financial statements (i.e., statements of net position, statements of revenues, expenses and changes in net position, and cash flow statements)

- Ensure statements are completed on an accurate, consistent, and timely basis and in accordance with Generally Accepted Accounting Principles (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB).
- Prepare schedules to support financial statements and disclosures for less complex financial statement activities and post basic accrual based journal entries in the accrual module.
- Provide documentation requested by external auditors.
- Assist in identifying financial factors and information to be monitored and reviewed.

## 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 will have degree by time of hire
- Knowledge and ability to apply GAAP
- Experience with MS Excel analyzing large amounts of data

## Preferred Qualifications

- Good communication skills (written and verbal)
- Good analytical skills
- Two years of professional experience in accounting preparing audited financial statements
- Ability to develop effective working relationships and work collaboratively with colleagues
- Knowledge of Governmental Accounting and Financial Reporting Standards as put forth by the Governmental Accounting Standards Board
- Knowledge of Minnesota State Financial Systems
- Experience with MS Access, EPM 11, Power Bi or a similar database system
- CPA or MBA, or working towards obtaining one of those

## Additional Requirements

Applicants requested to interview will be asked to provide a work sample.

The successful candidate must submit to a background investigation prior to employment.

The background check may consist of the following components:

- SEMA4 Records Check (applies to current and past employees only)
- Criminal History Check
- Employment Reference Check
- Social Security and Address Verification
- Education Verification

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://www.minnstate.edu/system/working/relations.html>

## 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 our web page: [Working 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 (\$38.50 per month single and \$262.66 per month family) and dental insurance with low deductibles (\$400 - \$800), a Pension Plan, 457(b) and 403(b) retirement plans and other retirement investment options, pre-tax medical and dental expense (with rollover 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

Shane Moore

Email: [shane.moore@minnstate.edu](mailto:shane.moore@minnstate.edu)

Phone: 651-273-3967

## 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 <mailto:careers@state.mn.us>. Please indicate what assistance is needed.

*Minnesota State is an affirmative action, equal opportunity employer, and educator.*