

Job Posting

Job Title Accounting Officer Intermediate

Job ID 12119

Location St. Paul

Full/Part Time Full-Time

Regular/Temporary Unlimited

[Return to Previous Page](#)

[Switch to Internal View](#)

Job Details

Job Class: Accounting Officer, Intermediate

Working Title: Accounting Officer, Intermediate

Who May Apply: Open to all qualified job seekers

Date Posted: 03/13/2017

Closing Date: 03/27/2017

Hiring Agency/Seniority Unit: Minnesota State Colleges & Universities System office

Division/Unit: Finance

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: Monday - Friday

Travel Required: Yes-minimal

Salary Range: \$19.97 - \$29.00/hourly; \$41,697 - \$60,552/annually

Classified Status: Classified

Bargaining Unit/Union: 214/MAPE

Re-Posting: No

Connect 700 Program Eligible: Yes

Job Summary

This position will:

- Assist in the accumulation of data for and the preparation of Minnesota State Colleges and Universities (Minnesota State) Annual Financial Report and other system wide reports;
- Help coordinate financial report and statement preparation for up to 8 of the less difficult Minnesota State institutions so that statements are completed on an accurate, consistent and timely basis and in accordance with Generally Accepted Accounting Principles (GAAP).
- Work on various less complex central functions, such as Leases, Loans, Workers Compensation and many others, as well as on other financial reporting related projects during the year, as needed.
- Assist the financial reporting unit in monitoring key financial factors so that erroneous or missing information is identified and corrected and so that accurate and consistent information is available when needed.
- Assist in the improvement of financial information to ensure that financial position of the Minnesota State system is accurately portrayed and reporting requirements are met.

Qualifications

Minimum Qualifications:

- Bachelors Degree with Major in Accounting or will have degree at time of hire
- Knowledge and ability to apply GAAP

- Experience with MS Excel analyzing large amounts of data

Preferred Qualifications:

- Two years of professional experience in accounting preparing audited financial statements
- Experience with MS Access, Brio/EPM 11
- Knowledge of Governmental Accounting and Financial Reporting Standards as put forth by the Governmental Accounting Standards Board
- Knowledge of Minnesota State Financial Systems
- CPA or MBA, or working towards obtaining one of those
- Good communication skills (written and verbal)
- Good analytical skills

Additional Requirements:

In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.

Application Details

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

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

How to Apply

Click "Apply" at the bottom of this page. If you are unable to apply online, please contact the job information line at 651.259.3637.

For additional information about the application process, go to <http://www.mn.gov/careers>.

Contact

If you have questions about the position, contact Jessica 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.



[Return to Previous Page](#)

[Switch to Internal View](#)
