Job Summary

This position provides expertise and assistance in areas of financial operations and management so that financial information is timely and accurate, their business processes effectively support their activities, internal controls are adequate for Minnesota State. The position also supports state of Minnesota StateWide Integrated Financial Tools (SWIFT) and understands state and federal requirements are met and so that they can optimize use of Minnesota State financial systems in their business operations.

The position will be involved in extensive communication both written and as a key trainer for NextGen project to replace Minnesota State enterprise (ERP) system ISRS

Specific duties include but are not limited to:
• Develop knowledge and expertise on Minnesota State Integrated Statewide Records System (ISRS) and NextGen WorkDay ERP.

• Analyze, as requested in consultation with the management and staff of the institution, its existing business practices, internal controls and system use. Identify strengths and weaknesses concentrating on areas where changes are warranted to ensure all effective financial management requirements are met and to simplify and improve the agency’s operations and business practices.

• Identify problems in the areas under review and propose solutions to improve the financial management, business processes, internal controls and effective use of Minnesota State ISRS accounting system and NextGen Workday system.

• Develop understanding of system module(s) through training, study of existing documentation, discussions with knowledgeable staff and other units.

**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, or three years of accounting experience.

• High proficiency in Microsoft Excel.

• 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.

• Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.

• Strong communication skills (written and verbal).

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

- Knowledge of state of Minnesota and federal statutes.
- Experience in using relation database and querying application.
- Experience in documenting business practice and internal control procedures.
- Knowledge of Accounting and Financial Reporting Standards.

Additional Requirements

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
   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.