



**MINNESOTA STATE**  
System Office Human Resources

**Job Class: Accounting Officer Int. – Job Posting 56858**  
**Working Title: Lead Loans Representative**

**Who May Apply:** Open to all qualified candidates.  
**Date Posted:** 6/24/22  
**Closing Date:** 7/8/22  
**Hiring Agency/Seniority Unit:** Minnesota State - System Office  
**Division/Unit:** Finance/Student Loans  
**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:** \$23.04 - \$33.61/hourly; \$48,107 - \$70,177/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:**

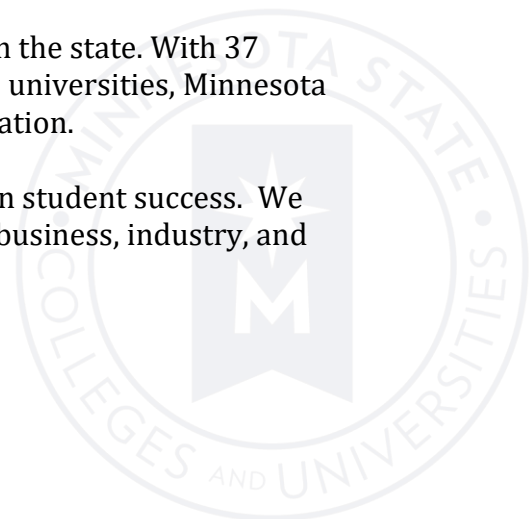
***Telework is available and negotiated at the time of hire.***

This position will act as Lead and be primarily responsible for Loan Collection activities which involve contacting borrowers and processing requests received from borrowers in accordance with Federal Rules as well as ensuring other loan activities are accurate and done in a timely manner.

**About Minnesota State**

Minnesota State is the largest single provider of higher education in the state. With 37 institutions, including 30 community and technical 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.

### **Minimum Qualifications:**

**Resume must reflect all minimum qualifications. Please enter your experience in chronological order, including the month and year of employment.**

- Post high school education and business experience totaling six (6) years.
- Two (2) years of experience in accounting, electronic payment processing, with demonstrated increasing levels of responsibility, which required independent decision-making, planning and organizational skills (a bachelor's degree can substitute for up to one year of experience)
- Strong ability to pay attention to detail
- Ability to manage time to meet deadlines and multi-task with limited direction
- Strong customer service skills and the ability to communicate with all individuals in a broad range of circumstances both verbally and written
- Demonstrated commitment to work with diverse clients, stakeholders and students, fostering a diverse working and learning environment.
- Thorough knowledge & understanding of the following:
  - E-payment and ACH payment processes, procedures and best practices
  - Working with banks and other financial vendors on web/ACH payments
  - Analytical processes and problem identification and solution skills

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

### **Preferred Qualifications:**

- Bachelor's degree in accounting
- Two plus (2+) years of experience in web payment and ACH payment processes
- Experience in managing e-payment services utilizing credit card, debit card and e-check payments
- Experience in financial aid, collections, and/or default management in a higher education setting
- Knowledge of Minnesota State & State of Minnesota accounting and administration policies and procedures
- Working knowledge and familiarity with Federal and State rules and regulations pertaining to the collection of student loans and educational receivables

### **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/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 (\$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**

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**

If you have questions about the position, contact Shawna Tienter at [shawna.tienter@minnstate.edu](mailto: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](mailto:careers@state.mn.us). Please indicate what assistance is needed.