



MINNESOTA STATE
System Office Human Resources

Job Class: Accounting Officer Int. – Job Posting 62206
Working Title: Grants and Reconciliation Accounting Officer

Who May Apply: Open to all qualified candidates.
Date Posted: 01/12/2023
Closing Date: 01/25/2023
Hiring Agency/Seniority Unit: Minnesota State - System Office
Division/Unit: Finance
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: \$23.62 - \$34.45/hourly; \$49,318 - \$71,931/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:

Partial telework is available and negotiated at the time of hire.

To assist in the management of and maintain financial records of Minnesota State Colleges and Universities system wide grant funds in accordance with grant regulations. To provide assistance with reconciliation duties for the Minnesota State Office of the Chancellor. Review business practices and procedures to assist in the preparation of procedural manual and development of recommended business practices. Prepare account reconciliations and other Business Office tasks as assigned.

About Minnesota State

Minnesota State is the largest single provider of higher education in the state. With 33 institutions, including 26 community and technical 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.



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.

- 2 year degree in accounting plus five (5) years of accounting experience OR Bachelor's degree in accounting or business or a related field (business, finance, or economics) with three (3) years of accounting experience
- Experience with using a database tool and Excel
- Knowledge and ability to apply Generally Accepted Accounting Principles (GAAP)
- Demonstrated commitment to work with diverse clients, stakeholders and students, fostering a diverse working and learning environment

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

Preferred Qualifications:

- Bachelor degree in accounting with 5 years of accounting including non-profit grant experience
- Thorough knowledge of the Minnesota State and State of Minnesota policies and procedures
- Knowledge of Minnesota State Financial Systems
- Thorough knowledge of federal grant regulations and knowledge of resources available
- An understanding of good business practices as it applies to grants, disbursements, receipts, and reconciliation techniques
- Knowledge of Statewide Integrated Financial Tools (SWIFT) accounting
- Experience with solving problems based on analyzing data
- Ability to develop effective working relationships and work collaboratively with colleagues
- Strong communication skills (written and verbal)

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 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.