Job Class: Accounting Officer Sr. – Job Posting 49031
Working Title: Financial Program Manager

Who May Apply: Open to current all qualified applicants
Date Posted: 9/18/2021
Closing Date: 10/04/2021
Hiring Agency/Seniority Unit: Minnesota State - System Office
Division/Unit: Facilities
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: $24.88 - $36.53/hourly; $51,949 - $76,274/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:

This position provides financial management expertise, analysis, assistance, oversight, and reporting to maintain internal and external compliance of Minnesota State’s capital construction programs. This includes developing, budgeting, and overseeing financial aspects of individual capital projects and major capital programs as well as supporting the financial management and operations of the Minnesota State system office Facilities Unit.

About Minnesota State

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

Minnesota State System Office is proud to be a Minnesota Yellow Ribbon agency.

**Minimum Qualifications:**

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

- Bachelor’s college degree in business, accounting, or related degree or minimum of 6 years demonstrated experience in similar role.
- Ability to read, interpret, and apply federal laws, state statutes, legislative language, and other regulations.
- Experience creating excel spread sheets, graphs, charts, pivot tables and data base applications sufficient to monitor project and program funding and financial status.
- Ability to configure financial data for project and vendor reports from available software, reporting applications and programs.
- Ability to communicate and develop strong working relationships with project team members and stakeholders.
- Ability to train and mentor college and university staff for business procedures and assist them to resolve project financial issues.

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

**Preferred Qualifications:**

- Experience with the State of Minnesota’s SWIFT (StateWide Integrated Financial Tools) and Minnesota State’s ISRS (Integrated Student Record System) finance and accounting systems.
- Experience with Oracle Enterprise Performance Management, version 11 (EPM 11), Microsoft Power BI and other report development tools.
- Knowledge of design and construction terminology and standard construction business processes.
- Familiarity with enterprise project management systems (EPMS) such as e-Builder.
- Experience working in higher education.

**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 https://mn.gov/mmb/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 ($36.64 per month single and $250.00 per month family) and dental insurance with low deductibles ($150 - $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


Internal Applicants: Go to Self-Service/Careers.

Contact

If you have questions about the position, contact Shawna Tienter @ 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.