



**Job Class: Information MnSCU Administrator-9 – Job Posting SO152P**  
**Working Title: System Director for Financial Reporting**

**Who May Apply:** This posting is open all qualified job seekers.

**Date Posted:** 05/20/2024

**Closing Date:** 06/19/2024

**Hiring Agency/Seniority Unit:** Minnesota State - System Office

**Division/Unit:** Finance Reporting and Business Office

**Appointment Type:** Unlimited, Full-time

**Work Shift/Work Hours:** Day Shift

**Days of Work:** Monday - Friday

**Travel Required:** No

**Salary Range:** \$110,775 - \$176,925/annually

**Classified Status:** Unclassified

**Bargaining Unit/Union:** 220 – Minnesota State Administrators Plan

**FLSA Status:** Exempt

[Connect 700 Program Eligible:](#) No

## Job Summary

Telework availability and negotiated at the time of hire.

To provide accurate and consistent financial information, including audited financial statements for the Minnesota State system and designated colleges and universities so that the Board of Trustees, System Office and college/university management, Legislators and the public have reliable financial information for decision making and the financial reporting and audit goals of the Board of Trustees are met within the Board established timeframe.

Specific Duties Include:

- Hire, train, lead, supervise, provide feedback, reward, and discipline all direct and indirect reports in the responsible components of the Financial Reporting Unit that include Financial Reporting, Campus Assistance, Loans Unit, Revenue Fund, and System Office Business Office so that competent, productive staff are available to meet the

goals of Minnesota State and the Financial Reporting Unit components for which this position has responsibility.

- Oversee the Federal Perkin Loan Unit that services all Minnesota State campuses and the system office Business Office.
- Work with campus service hub regarding system office payroll including all Presidents for the system.
- Provide leadership and the professional expertise, policies, procedures, systems, and analysis required to ensure that all financial information is accurate, consistent, and timely.

## Minimum Qualifications

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

- Master's degree in accounting business or finance, or a related field.
- Ten years of experience with financial statement preparation.
- Ten years of experience in supervision, performance evaluation, and professional development planning experience.
- Strong understanding of financial reporting concepts, policies, procedures, and legislation
- Knowledge of best practices in accounting and finance for higher education.
- Knowledge of major issues and trends in higher education financial reporting.
- Highly motivated, flexible, adaptable, and service-oriented, with strong collaborative skills for teamwork and consensus building among staff and stakeholders.
- Ability to handle a sizeable caseload of system institutions, to manage the detail of multiple simultaneous activities.
- Excellent oral, written and presentation skills.
- Ability to direct work of team members
- Ability to work independently and cooperatively with others.
- Ability to set priorities and multi-task.
- Ability to learn and innovate as needs of transfer in higher education evolve.
- Strong organizational skills
- Exhibit a commitment to diversity, equity, and inclusion.

## Preferred Qualifications

- Having passed the CPA Exam (active or inactive license)
- Fifteen (15) years of experience with audited financial statement preparation in higher education.
- Four (4) years of experience in implementing and managing quality improvement processes.
- Fifteen (15) years staff supervision, performance evaluation, and professional development experience
- Experience leading complex, collaborative national, regional, or state projects/initiatives.

- Knowledge and experience in applying principles of continuous improvement and quality management.
- Demonstrated leadership skills in team management, employee development and performance management.
- Ability to establish and maintain effective working relationships with a variety of constituencies and work in a team environment.

## **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**

Applicants: Apply through PeopleAdmin at <https://mnsystem.peopleadmin.com/>

## Contact

Shane Moore

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## 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.*