

Job Title: Foundation Financial Specialist**State Job Classification:** Account Clerk**M State Location:** (Collegewide) Moorhead Campus

- Responsibilities:**
- Execute the M State Service Commitment and Service Standards, on a daily basis, to ensure all stakeholders have a positive service experience.
 - Recordkeeping, database management, financial reporting and processing of gifts.
 - Provide administrative support for foundation and marketing departments.
 - Foundation Scholarships: Serve as liaison between the Foundation office/Director, M State staff, students and alumni requesting scholarship information and emergency loan assistance; Coordinate distribution of scholarship information, implement scholarship application window, assist students with tracking progress through the scholarship software; Track applicants for scholarship review committee and post award acceptance and perform follow up; Provide support for Director and Scholarship Review Committee
 - Communications: As directed, assist with the daily monitoring and content of social media platforms and coordinate campus communication; Promote department related events; Assist with final proofing of written and digital copy of departmental projects as assigned.
 - Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner. Must be able to travel to meetings.

- Position Qualifications:**
- English language skills sufficient to (1) speak, read, understand and respond to written and spoken communications With spelling and grammar knowledge sufficient to (2) proofread and process requested materials in an efficient manner.
 - Customer service skills sufficient to provide prompt, courteous, and accurate information to customers (staff, students, faculty, the general public or donors) in person, on the phone, and through e-mail and other written communications.
 - Skill in using word processing, spreadsheet, and other software applications such as Microsoft Office products (Word, Excel, Outlook, Power Point) sufficient to prepare and modify reports, spreadsheets, letters, and memos.
 - Basic knowledge of fund accounting sufficient to maintain budgets, record disbursements, payment of scholarship funds, assist with the annual Foundation outside audit, prepare

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Fergus Falls
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annual receipt of charitable contributions for donors, purchase orders, track fund transfers/withdrawals, and be able to resolve issues related to gifts, pledges and funds and other expenses.

- Math sufficient to compute totals, averages and percentages for deposits, account balances and to check and reconcile numeric data. Knowledge of cash control procedures.
- Bookkeeping and recordkeeping experience sufficient to maintain accurate budget records and reports.
- On a daily basis, execute the M State Service Commitment and Service Standards to ensure all stakeholders have a positive service experience.

Preferred Qualifications:

- Associate degree;
- Two (2) year's professional work experience;
- Experience working with database software;
- Experience working with a 501(c)(3) non-profit organization;
- Knowledge of fundraising and IRS laws and regulations regarding gift administration;
- Experience with donor, financial and/or scholarship software, such as QuickBooks;
- Ability to create complex spreadsheets;
- Willing to occasionally work late afternoon or evening for specific event or meeting;
- Strong organizational skills, dependability, ability to meet deadlines and work independently;
- High level of attention to detail, accuracy, able to execute work thoroughly and meticulously.

Work Days/Hours: Monday – Friday; 8:00 AM to 4:30 PM

Salary Range: \$17.66 - \$23.41 per hour
\$36,874 - \$48,880 annually

Benefits:

A comprehensive benefit package offered by the State of Minnesota, Minnesota State Colleges and Universities, and the bargaining unit contract of the position. Benefits include:

- Holidays, vacation and sick leave
- Retirement
- Medical and dental insurance
- Life insurance
- Accidental Death and Dismemberment
- Disability insurance
- Medical/Dental Expense Account
- Dependent Care Expense Account
- Health Reimbursement Account (eligibility based on bargaining unit contract)
- Tuition Waiver (eligibility based on bargaining unit contract)

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APPLICATION DEADLINE: JUNE 8, 2020

How to Apply: Go to <https://www.mn.gov/mmb/careers>
Search for **Job Opening ID#40441**.
Click "Apply" at the bottom of the Job Posting page.
If you are unable to apply online, please contact the job
information line at 651.259.3637.

For more information, Sandi Smith.....218.846.3869
contact: Sandi.Smith@minnesota.edu

NOTICE: *In accordance with the Minnesota State Colleges and Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle, shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.*

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