

Job Title: Accounts Receivable Clerk/Campus Store Coordinator

State Job Classification: Account Clerk Senior

M State Location: Wadena Campus

Position Purpose: The purpose of this position is to provide the services necessary to initiate and complete the functional phase of pre-collection, collection of receivable accounts, coordinating the college student payment plans, and communicate with co-workers for completion of the collection process. This position is the contact for Minnesota Department of Revenue and for internal and external customers for questions in resolving collection issues.

The position coordinates the activity in the Wadena Campus Store. Includes collection and deposit of college monies, entry into the college student information system, bookkeeping, inventory control, purchasing, display, and provide campus store training as needed to a limited number of classified employees and part-time student help.

- Responsibilities:**
- On a daily basis, live the mission, vision and values of M State to ensure a positive experience for all students and stakeholders. Service to M State students and stakeholders is a core component of the position and work responsibilities.
 - Initiate and complete the collection process for past due student accounts, coordinate student payment plans and assist students with their accounts.
 - Coordinate campus store operations, tool procurement and support the college bookstore.
 - Provide support for campus and college operations.
 - Assist Financial Aid with the return of Title IV funds.

- Minimum Qualifications:**
- Customer services skills sufficient to actively listen to and understand customer needs and provide accurate information and appropriate alternatives in a timely, thorough, courteous, respectful, and professional manner.
 - English sufficient to fluently speak, write, read, understand, and be understood in responding to a variety of written and oral communications, questions, detailed instructions, and procedures.
 - Knowledge of accounting/budgeting/expense and bookkeeping sufficient to post, code and process accounting information; monitor, collect, analyze, and interpret data; and implement

Detroit Lakes
900 Highway 34 E.
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218.736.1510 fax

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1900 28th Ave. S.
Moorhead, MN 56560
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Wadena
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Wadena, MN 56482
218.631.7901 fax

minor procedural and transactional changes in fiscal operations. All in accordance with GAAP standards.

- Data Base Management skills sufficient to develop and correctly enter information in a database to produce ad-hoc queries and develop reports for management use.
- Accounting skills to monitor practices sufficient to complete forms/documents that comply with GAAP standards and to maintain accurate and complete financial records.
- Mathematics skills sufficient to compute figures and check or reconcile data.
- Spreadsheets sufficient to create and maintain data and produce monthly reports. Data base management skills sufficient to develop and correctly enter information in a database to produce ad-hoc queries and reports.
- Valid driver's license and ability to travel.

Preferred Qualifications:

- Two years of post-secondary education or a two-year diploma.
- Retail marketing and merchandising techniques sufficient to display and sell bookstore merchandise.
- Ability to work under pressure, prioritizing job responsibilities and meet deadlines.
- Able to maintain effective working relationships with college personnel, students, and the general public.
- Knowledge of state and college purchasing regulations and policies sufficient to prepare purchase orders and maintain physical inventories.
- Ability to direct other employees and students in operating the bookstore in an effective manner.
- Experience with, and ability to maintain, Computerized Inventory Control Systems.
- Detail is very important in this position as it impacts on accuracy of reports.
- Develops a collaborative and professional relationship with college personnel and customer.
- Strong organizational skills to handle the high volume of paperwork, frequent interruptions, and multiple responsibilities.

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

Salary Range: \$19.87 - \$26.89 per hour
\$41,489 - \$56,146 annually

Benefits: Our benefits aim to balance four key elements that make life and work meaningful: health and wellness, financial well-being, professional development, and work/life harmony. As an employee, your benefits may include:

- Public pension plan
- Training and professional development
- Paid vacation and sick leave

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- 11 paid holidays each year
- Paid parental leave
- Low-cost medical and dental coverage
- Prescription drug coverage
- Vision coverage
- Wellness programs and resources
- Employer paid life insurance
- Short-term and long-term disability
- Health care spending and savings accounts
- Dependent care spending account
- Tax-deferred compensation
- Employee Assistance Program (EAP)
- Tuition reimbursement
- [Federal Public Service Student Loan Forgiveness Program](#)

APPLICATION DEADLINE: March 27, 2023

- How to Apply:** Go to <https://mn.gov/mmb/careers>
- Search for **Job Opening ID#63936**.
 - Select "Apply for Job" at the top of the page.
 - If you have questions about applying for jobs, contact the job information line at 651-259-3637.
 - For additional information about the application process, go to <https://mn.gov/mmb/careers>.

- Application Must Include:**
- Cover letter
 - Resume
 - Names and contact information of 3 professional references

For more information, Kayla Evenson.....218.299.6870
contact: kayla.evenson@minnesota.edu

If you need accommodations to take part in the application process, please contact Human Resources at (218) 736-1512. For more information regarding M State, refer to our website at: <http://www.minnesota.edu>.

NOTICE: *In accordance with the 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 a Motor Vehicle Records check.*

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