Job Title: Accountant

State Job Classification: Accounting Officer

M State Location: College wide – Campus TBD (Moorhead, Fergus Falls, Detroit Lakes, Wadena)

Position Purpose: The position functions as a college fiscal officer of the college to ensure sound fiscal operations are provided in the areas outlined under responsibilities. The position develops, maintains, and interprets financial information to assist in efficient operations and provide recommendations for changes. The position is also responsible to ensure compliance to federal, state and college requirements. In addition, the position provides reporting functions for the college and assists with financial statements and accounting projects.

The values that guide our work include: access and opportunity, equity, inclusion and belonging, cultural competence, cultural responsive pedagogy & service, and community engagement. Our educational environments are culturally relevant, responsive, and innovative to the students we serve. Our students are assets, we affirm their identities and lived experiences, and provide spaces that are emotionally safe and reflect who students are.

Responsibilities:
- On a daily basis, live the mission and vision of M State to ensure a positive experience for all students and stakeholders. Service to M State students and stakeholders is core component of the position and work responsibilities.
- Grant and General Accounting and Reporting
- Cash Management/Reconciliation and Tuition/Fee accounting
- Develop and maintain student clubs and Student Government Association accounting.
- Assist with the development and maintenance of student housing budget.
- Athletics and Performing Arts programs accounting.
- Financial Aid Accounting
- Support for campus and college operations

Position Qualifications:
- Bachelor’s degree in Accounting, Business Management, Business Administration, Finance or other related field, or two-year accounting degree with accounting experience.
- Customer service 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.
- Knowledge of Generally Accepted Accounting Principles (GAAP) sufficient to apply, analyze, interpret, and prepare financial information, records, and reports; locate errors; and recommend solutions to procedural or other fiscal problems.
▪ Knowledge of the governmental/fund accounting systems, sufficient to query and compile records and reports, analyze, and monitor operational trends, and assist with preparation and maintenance of spending plans, financial status reports and budget requests.

▪ Working knowledge of electronic spreadsheets and word processing software. Mathematics skills sufficient to calculate, review, and reconcile data and balance accounts.

▪ Valid driver’s license and ability to travel.

**Preferred Qualifications:**

▪ Experience with grants and accounting in a higher education environment.

▪ Works well in a team environment and exhibits leadership qualities.

▪ Develop and implement accounting procedures to resolve problems.

▪ Able to develop a collaborative and professional relationship with management and college-wide personnel.

▪ Possess excellent account management skills, human relations skills, and sound judgment with decision-making ability.

▪ Budgeting principles sufficient to prepare, analyze, monitor, and review budget and grant activity.

**Work Days/Hours:** Monday – Friday | 8:00 am – 4:30 pm

**Salary Range:** $22.61 - $32.71 per hour
$47,210 - $68,298 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
- 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: October 18, 2023

How to Apply: Go to https://mn.gov/mmb/careers
- Search for Job Opening ID#69909.
- 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, contact: Becky McMahan.........218.299.6533 becky.mcmahan@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 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.