

**ST CLOUD STATE
UNIVERSITY VACANCY
POSTING**

This posting is effective **October 27, 2025** and expires **November 2, 2025**.

Eligible employees* may indicate interest in this vacancy by submitting their interest in writing to the Human Resources office during its regular business hours on or before **November 2, 2025**.

JOB NO.
1026-12

WORK AREA
Campus

CLASS & EMPLOYMENT CONDITION
Accounting Officer, Sr
Full time, Unlimited

NORMAL HOURS OF WORK
Monday through Friday
8:00am-4:30pm

GENERAL DESCRIPTION OF JOB

Provides support and guidance for financial planning and analysis, anticipates and plans for a wide range of financial scenarios. Crafts and manages financial structures with university-wide constituents. Coordinates with system office personnel in the development of the annual Minnesota State Annual Financial Report. Analyzes trends and develops models to make recommendations for short and long-term fiscal planning. This position will oversee financial reports for the University, and coordinate with Office of the Chancellor on reporting data needs.

Minimum Qualifications

1. Experience in Government/Fund accounting environment.
2. Familiarity with generally accepted accounting principles including Cost Accounting and practices sufficient to coordinate various phases of accounting functions.
3. Financial management and analysis skills sufficient to apply them to strategic and business planning, problem identification and resolution.
4. Knowledge of financial, statistical, database and spreadsheet software sufficient to apply to business needs, of budgeting policies and practices sufficient to prepare or direct preparation of, review, and analyze annual operating budgets and internal fiscal documents.
5. Ability to prepare and interpret complex trend data, fiscal records and reports, recognize problems and effect solutions, and to be able to establish and maintain effective working relationships with managers, other employees, and the public.
6. Ability to create models, forecasts and trend data to anticipate financial needs and opportunities, and to relate accounting systems to overall functions of units and the University

Preferred Qualifications

1. Bachelor's Degree in Accounting or related field and five years accounting experience, or equivalent professional experience.
2. Demonstrated experience in auditing and interpreting financial and budget documents, especially in Fund Accounting.
3. Demonstrated ability to analyze fiscal reports for adherence and conformance to federal laws, state statutes, and department policies.
4. Familiarization with financial operations of leading educational institutions.
5. Experience analyzing student financial information.
6. Experience in preparation of audited financial statement according to GAAP

***To be eligible to express an interest bid, an employee must be in the same class/class option as this vacancy.**