Position Title: Special Project Assistant, Administrative Affairs

Position#: 00102020
Full-time, benefited, exempt (from FLSA overtime), banded position

Salary: $50,000+ per year (dependent on experience) plus a competitive benefit package including a generous retirement plan and employer paid family health insurance

Location: Bismarck, ND

Closing Date: Applications received by February 22, 2016 will be given first consideration. Open until filled.

Job Description: Responsible for special projects as assigned by the Chief Financial Officer, including research, data analysis, preparation of documentation and recommendations, developing presentations and correspondence. Additional duties include; monitor and report on the status of audit recommendations, coordinate/monitor the Challenge Grant program, and review/revise administrative policies. This position will report to the NDUS Chief Financial Officer.

Minimum Qualifications:
- Minimum of 3 years progressively responsible similar experience in a complex organization
- Bachelor’s degree in Accounting/Finance, Business Administration or other related field
- Strong communication skills and ability to effectively multi-task
- Previous experience leading diverse workgroups from all levels of an organization with success in gaining consensus
- Demonstrated strong decision-making skills
- Ability to conduct high-level analysis and possess strong problem solving skills
- Working knowledge of the Microsoft Office Suite programs

Preferred Qualifications:
- Higher Education experience
- PeopleSoft experience
- Advanced Microsoft Excel user
Duties and Responsibilities

- Complete special projects assigned by the Chief Financial Officer for administrative affairs across a broad array of administrative areas. This may include research, data analysis, preparation of documentation and recommendations, and consultation with multiple constituencies.
- Monitor and report status of implementation of audit recommendations for all audits, including but not limited to, internal audits, operational audits, performance audits, A-133 Single Audits, compliance audits and financial statement audits.
- Coordinate and monitor Challenge Grant funding requests and awards.
- Review and revise financial and administrative policies and procedures.
- Prepare presentations and correspondence.
- Occasional travel may be required.
- Other duties, as assigned.

To Apply: Applicants should send a cover letter specifically addressing the above qualifications, a current resume and the names and contact information (including telephone numbers and e-mail address) of three professional references, either electronically (preferred) to jane.grinde@ndus.edu or by mail to:

NDUS
Attention: Jane Grinde
4349 James Ray Drive, Stop 7131
Grand Forks, ND 58202

by the closing date stated above. Applicants who are residents of North Dakota and eligible to claim veteran’s preference must include Form DD214 with the application for employment; claims for disabled veteran’s preference must include Form DD214 and a letter less than one year old from the Department of Veterans’ Affairs indicating disability; claims for preference as the eligible spouse of a disabled or deceased veteran must include Form DD214, a marriage certificate and a letter less than one year old from the Department of Veterans’ Affairs indicating disability, or the veteran’s death certificate. Due to access to restricted information, the successful candidate will be required to complete a satisfactory criminal background check. Applicants must be eligible to work in the U.S. and I-9 employment certification is required at hire.

Persons who may need additional job information or may require accommodation or assistance with the application or interview process should contact Jane Grinde at (701) 777-1918, or e-mail jane.grinde@ndus.edu. TTY Number 1-800-366-6888.

THE NORTH DAKOTA UNIVERSITY SYSTEM was organized in 1990. It is made up of 11 public colleges and universities governed by the State Board of Higher Education. The NDUS is composed of two doctoral-granting institutions (NDSU and UND), two master's granting institutions (MISU and VCSU), two universities that offer baccalaureate degrees (DSU and MASU), and five campuses that offer associate and trade/technical degrees (BSC, LRSC, MISUB, NDSCS and WSC).

As employers, the State of North Dakota and political subdivisions prohibit smoking in all places of state and political subdivision employment in accordance with N.D.C.C. § 23-12-10.

Equal Opportunity Employer: The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.