Position Title: Accounting Specialist

Position#: 00102020
Full-time, benefited, non-exempt position in the 4000 broadband

Salary: $55,000+ 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 5:00 p.m. on January 29th, 2020 will be given first consideration. Open until filled.

Job Description: Responsible for monitoring and reporting on the status of audit recommendations; coordinating and monitoring the Challenge Grant program and NDUS Foundation; and, researching, compiling and summarizing information for a wide array of budgetary and fiscal areas. The position will also serve as back-up for payroll and accounts payable processing, prepare bank reconciliations, maintain office inventory; and review/revise financial and administrative policies and procedures. This position reports to the NDUS Director of Finance.

Minimum Qualifications:
- Minimum of 3 years progressively responsible similar experience in a complex organization
- Associate’s degree in Accounting, Business or other related field or equivalent combination of education and work experience
- 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
Job Posting Date: January 7, 2020

Duties and Responsibilities

- 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.
- Coordinate and monitor the NDUS Foundation agenda and activities.
- Research, compile, and prepare summary information for administrative affairs staff in budget, capital, and other areas, as requested.
- Serve as back-up for payroll processing
- Serve as back-up for accounts payable processes
- Maintain office inventory
- Mid-year budget and lease reporting to the Budget Finance Committee of SBHE.
- Prepare bank reconciliations.
- Review and revise financial and administrative policies and procedures as requested.
- 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
600 E Boulevard Ave, Dept 215
Bismarck, ND 58505-0230

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Bismarck, ND 58505-0230

by the closing date stated above. Applicants who are Veterans 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. There is no sponsorship available for this position.

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.
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.

Applications for public employment will be confidential unless deemed a finalist. Public entities including the State Board of Higher Education and NDUS institutions shall determine finalists for open positions consistent with N.D.C.C. Section §44-04-18.27. Applications for public employment of non-finalists and any records related to those applications which contain information that could reasonably be used to identify an applicant are confidential.

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.

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).