



The Minnesota Department of Employment and Economic Development (DEED) is the State of Minnesota's principal economic development agency. DEED's mission is simple: to empower the growth of the Minnesota economy, for everyone.

Our state's economy is diverse and dynamic, enriched by creative entrepreneurs, established Fortune 500 companies, and a labor force that brings the Minnesota values of hard work and integrity to work every day. The unique role of DEED is to empower businesses and workers to grow our economy by building partnerships, planning for long term growth, and creating opportunity for workers from all backgrounds and experiences.

We are driven to find talented and innovative public servants, motivated by the opportunity to serve businesses, people, and the greater good. At DEED you will join a diverse team, inspired by challenging work and united by shared values that guide our work every day.

At DEED we live our values by; focusing on the customer, communicating early and often, seeking solutions, creating inclusion, encouraging new ideas, and being gracious.

Working Title: Assistant Fiscal Coordinator

Job Class: Accounting Officer Senior

Agency: Department of Employment and Economic Development

- **Job ID:** 69002
- **Location:** St. Paul
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** This vacancy is open for bids and for all qualified job seekers simultaneously. Bidders will be considered through 9/1/2023
- **Date Posted:** 08/26/2023
- **Closing Date:** 09/16/2023
- **Hiring Agency/Seniority Unit:** Employ & Econ Development Dept / Employ & Economic Dev-MAPE
- **Division/Unit:** State Services f/t Blind / SSB AdministrativeSVS X
- **Work Shift/Work Hours:** Day Shift - 8:00-4:30
- **Days of Work:** Monday - Friday
- **Travel Required:** As needed/required, less than 5%
- **Salary Range:** \$26.14 - \$38.38 / hourly; \$54,580 - \$80,137 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 214 - MN Assoc of Professional Empl/MAPE
- **FLSA Status:** Nonexempt
- **Telework Eligible:** Yes, may be eligible to telework up to five (5) days per week.

- [Designated in Connect 700 Program for Applicants with Disabilities](#): Yes

Make a difference in the lives of Minnesotans.

The work you'll do is more than just a job. Join the talented, engaged and inclusive workforce dedicated to creating a better Minnesota.

Job Summary

Minnesota State Services for the Blind (SSB) has been serving blind, visually impaired and DeafBlind Minnesotans since 1923. It does so with a staff of 120 dedicated personnel, over 650 skilled volunteers, an active State Rehabilitation Council for the Blind and a host of community partners. Each year SSB assists thousands in leading full, active and productive lives. Come be part of a great organization in a great state. SSB is located separately from the DEED Central Office.

This position assists the fiscal coordinator with planning, developing and coordinating SSB's budget for all programs, including Vocational Rehabilitation (VR), Independent living, Communication Center, and the Business Enterprises Program. The incumbent is responsible for compiling the financial reports and data needed for preparing, directing, coordinating, and monitoring SSB's overall budget. Under oversight of the fiscal coordinator, this position coordinates the fiscal components of the infrastructure agreements and leases with the various SSB office locations throughout the state. This is a critical, exciting role that will provide challenge and allow you to use ingenuity in your everyday work.

This posting may be used to fill multiple positions.

Minimum Qualifications

To receive credit for your education and experience, your resume should clearly describe how you meet each minimum and preferred qualification listed, including dates of employment.

Two (2) years* of professional experience in accounting or financial management.

*Bachelor's degree in accounting, finance or business or other closely related field as determined by the agency may substitute one year of experience; master's degree substitutes for 18 months of experience; PhD substitutes for 24 months of experience.

Applicants that meet the above minimum qualification will be further evaluated on the following:

Experience applying accounting principles (GAAP) and practices sufficient to coordinate various phases of accounting functions.

Ability to analyze and interpret complex fiscal reports and records for adherence and conformance to federal laws, state statutes, and department policies.

Experience using Microsoft Office products such as Word and Excel, including use of pivot tables and advanced formulas such as VLOOKUP or similar functions.

Communications skills that demonstrate the ability for clear and persuasive presentations.

Ability to demonstrate attention to detail in order to process complex accounting tasks.

Preferred Qualifications

Experience in managing funding sources with different rules and requirements including federal grants, state appropriations, and gifts/donations.

Experience with State of Minnesota billing and collection processes.

Experience in State Wide Information and Financial Transactions System (SWIFT) to access, interpret, and evaluate data and to develop and improve formats for presentation of financial data.

Knowledge of the case management system Workforce One and how it integrates with SWIFT for client financial purchases.

Our employees are dedicated to ensuring cultural responsiveness. Preferred candidates will have a variety of experiences working effectively with others from different backgrounds and cultures.

Additional Requirements

This position requires successful completion of the following:

Resumes of all applicants to this posting will be evaluated against the Minimum Qualifications stated above. If your skills match the required skills for this position, the department may contact you. Employee reference checks will be conducted on all finalists. This may include a review of documentation related to job performance and education. It includes contact with the applicant's current and/or former employers.

A Criminal Background Check will be conducted on all finalists for this position. A criminal conviction will not automatically remove you from consideration for employment.

When the position requires travel and the applicant drives a state-owned or leased vehicle, a driver's license record check will be conducted.

Must be legally authorized to work in the country of employment without sponsorship for employment visa status (e.g., H1B status).

How to Apply

Select "Apply for Job" at the top of this page. If you have questions about applying for jobs, contact the job information line at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us. For additional information about the application process, go to <http://www.mn.gov/careers>.

If you have questions about the position, contact Tim High at tim.high@state.mn.us.

To receive consideration as a Connect 700 Program applicant, apply online, email the Job ID#, the Working Title and your valid Proof of Eligibility Certificate by the closing date to Tim High at talent.acquisition.DEED@state.mn.us.

The Department of Employment and Economic Development is an equal opportunity, affirmative action, and veteran-friendly employer, and encourages all qualified candidates to apply for job opportunities. If you are an individual with a disability who needs assistance or cannot access the online job application and search tools, please contact Karen Lilledahl at Karen.Lilledahl@state.mn.us. Please indicate what assistance is needed.

About Department of Employment and Economic Development

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DEED is a Yellow Ribbon Agency. A Yellow Ribbon organization unites and coordinates all key areas within an organization to create a comprehensive network to proactively support servicemembers, veterans and military families.

Why Work for Us

Diverse Workforce

We are committed to continually developing a workforce that reflects the diversity of our state and the populations we serve. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve the people of Minnesota.

A recent engagement survey of State of Minnesota employees found:

- 95% of employees understand how their work helps achieve their agency's mission
- 91% of employees feel trusted to do their jobs
- 88% of employees feel equipped to look at situations from other cultural perspectives when doing their job
- 87% of employees report flexibility in their work schedule

Comprehensive 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](#)

Programs, resources and benefits eligibility varies based on type of employment, agency, funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.

AN EQUAL OPPORTUNITY EMPLOYER

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us and indicate what assistance is needed.

