

## VACANCY POSTING – MAPE

St. Paul/Dayton's Bluff Campus

Job Posting #02MNSC000585

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| <u>Posting Date:</u>                             | October 14, 2002  |
| <u>Position Classification &amp; Work Title:</u> | Management Analyst 3 w/Budget Processing option<br>Budget Officer   |
| <u>Bargaining Unit:</u>                          | MAPE – 214  |
| <u>Employment Condition:</u>                     | Full-time, Unlimited  |
| <u>Office(s):</u>                                | Administration & Finance  |
| <u>Hours of Work:</u>                            | Monday through Friday – 8:00 am to 4:30 pm  |
| <u>Duties:</u>                                   | Work as part of a team to develop the annual operating budget, implement and oversee for the university's financial resources and provide fiscal consultation for budget managers. Collect, organize, interpret and analyze data relating to the financial and collective bargaining functions of the Minnesota State Colleges and University System (MnSCU).   |
| <u>Minimum Qualifications:</u>                   | <ul style="list-style-type: none"><li>• A bachelor's degree in Accounting, Finance or related field. (Master's degree preferred).</li><li>• A minimum of (2) years of recent professional experience in accounting and budget development processes and research methodologies.</li><li>• Computer literate at the advance level in the following applications:<ul style="list-style-type: none"><li>○ database management (i.e., Access, Paradox, BRIO, Mapper, state-wide and MnSCU accounting and budget systems, and the ability to produce ad-hoc queries, for management reporting)</li><li>○ electronic spreadsheets (i.e., Excel, Lotus, Quattro Pro)</li><li>○ Word Processing</li></ul></li></ul> <p>Attached to your application a one-page description of your qualifications in each of the above areas.</p> |
| <u>Additional Desired Qualifications:</u>        | <p>In addition to the above minimum qualifications the following skills are also highly desired:</p> <ul style="list-style-type: none"><li>• Ability to analyze and interpret financial data, conceptualize and create new ways of presenting materials for improved management decisions.</li><li>• Ability to identify and clarify a problem or issue, to prepare and execute a research design, interpret results and recommend actions based on conclusions.</li></ul>  |

*continued on next page.....*

Additional

Desire Quals – cont'd:

- An understanding of statistics and various methods of research analyses
- Excellent interpersonal and communication skills including listening, speaking, presentation and writing and the ability to deal effectively and tactfully with a culturally diverse population in a positive, courteous and helpful manner .
- Experience in the development and delivery of clear, manageable budget reports for non-financial end users including the ability to interpret, explain and analyze reports and projections and conduct training sessions for end users.
- Knowledge of higher education management information systems, including finance, student, human resources and payroll modules.
- General knowledge and experience in higher education, its policies, procedures, laws and reporting requirements (preferably MnSCU).
- Ability to view issues with an open mind, create new alternatives and support innovation and change when appropriate.
- Attention to detail and accuracy in transmitting information/data to university staff, MnSCU staff, employee bargaining unions, etc.

Salary Range: \$17.42 – 25.57/hr

Appointment Date: As soon as possible

Eligible Bidders: None

How to Apply:

If you wish to express interest in the vacancy you must submit your resume and supporting documentation directly to the Dept. of Employee Relations at <https://statejobs.doer.state.mn.us/ResumeBuilder> and reference the Job Posting Number located at the top of this notice prior to 4:30 p.m., October 30, 2002. You may copy and paste in your existing resume/documents or let the software create a resume for you. You may edit your resume later should your contact information or experience change. The Resume Builder also collects your work preference information so we can match you with future job openings that meet your interest.

If you wish to apply via a paper copy of your resume, mail it to the State of Minnesota Department of Employee Relations, 658 Cedar Street, 2<sup>nd</sup> Floor, Saint Paul, MN 55155. Reference Job Posting number located at the top of this posting.

Affirmative Action/ Equal Opportunity Employer

This information can be made available in alternative formats to individuals with disabilities by calling (651) 296-2616 or (651) 282-2699 (TTY).

cc:

supervisor  
EEOD Director  
PCN 1013221