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POSITION TITLE: Customer Support III – Shared accountant

EMPLOYER: CMERDC Central Minnesota Educational Research and Development Council

Job Description

POSITION TITLE: Customer Support III—Shared Accountant

PRIMARY FUNCTION: This is a full-time position that assists in the Minnesota PK-12 Public School environment by providing accounting support while also providing general Smart Systems support.

CLASSIFICATIONS: Professional – Non-Exempt

REPORTS TO: Finance Director

MAJOR DUTIES AND RESPONSIBILITIES:

This position carries out responsibilities in the following functional areas: school finance accounting and general SMART Systems Support.

- Assist member districts with accounting duties. Including bank reconciliations, receipt entry, accounts payable and monthly financial statement generation.
- Budget preparation and assistance to member districts.
- Year-end reconciliation of member districts financial records.
- Provide financial consulting services to MN Charter schools.
- Assist with preparation for member districts annual financial audits.
- Provide guidance to member districts regarding proper UFARS coding.
- Help member districts understand upcoming changes related to governmental accounting standards and legislative changes.
- Provide helpdesk support for SMART Finance.
- Software testing.
- Assist member districts in preparation for 1099 reporting and processing their electronic submissions.

Important Notice: This job description is not an exclusive or exhaustive list of all job functions that a team member in this position may be asked to perform. Duties and responsibilities can be changed, expanded, reduced or delegated by management to meet the business needs of the organization.

JOB QUALIFICATIONS:

- Must be a self-starter and have the motivation to learn and improve skills
- Ability to work as a team and independently
- Knowledge and understanding of governmental accounting and UFARS Coding

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Job Qualifications (Cont.)

- Ability to analyze and assess transactional data
- Excellent computer skills in a Microsoft Windows environment. Must be proficient in Excel and Microsoft Word
- High level of attention to detail
- Effective oral and written communication
- Must be able to teach software and accounting skills in a patient and thorough manner
- Excellent organizational and time management skills
- Some travel required – Must have valid driver's license

EDUCATION: Post -Secondary education consisting of 2 to 4 years of college or work experience in accounting and/or finance.

EXPERIENCE: 2-5 years finance experience in a Minnesota public PK-12 school setting preferred.

Salary:

\$27.00 to \$31.50 per hour depending upon experience and education.

Benefits:

Health, Dental, Life, Long-Term Disability, PERA Retirement
Paid Vacation Leave, Paid Sick Leave, Paid Holidays

Start Date:

Negotiable

Probation Period:

9 Month probation period

Office Location:

St. Cloud, Minnesota full-time.

How to Apply / Contact:

Applications can be found on our website: www.cmerdc.com/careers

Please send application, resume, and cover letter to:

Selection Committee
570 First Street SE
St. Cloud, MN 56304

Phone: 320-257-1923

Email: dduevel@erdc.k12.mn.us

Application Deadline:

Resume review April 1-5, 2022 or until filled.

Candidates selected for an interview will be contacted to schedule an interview date and time.