

Central Minnesota Educational Research and Development Council

Job Description

POSITION TITLE: Customer Support II - Finance

PRIMARY FUNCTION: This is a full-time position that assists Minnesota PK-12 Public and Charter Schools by providing accounting support and general Smart Systems support.

CLASSIFICATION: Professional – Non-Exempt

REPORTS TO: Director of Finance

Key Responsibilities

- Assist member districts with accounting duties. Including bank reconciliations, receipt entry, accounts payable and monthly financial statement generation.
- Assist member districts with Budget preparation.
- Assist member districts with Year-end reconciliation of financial records.
- Provide financial consulting services to member districts.
- Assist member districts with preparation for 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.

Qualifications

- Required working knowledge of SMART Systems software.
- Current or former Minnesota school district business manager, finance director, or school district auditor preferred.
- Demonstrated experience with:
 - Minnesota school finance systems and reporting
 - Government accounting practices and standards
 - MDE reporting and compliance requirements
- Strong analytical, communication, and relationship-building skills.
- Ability to work as a team member and independently.
- Excellent computer skills in a Microsoft Windows environment. Must be proficient in Excel and Microsoft Word.
- Effective oral and written communication.
- Must be able to teach software and accounting skills in a patient and thorough manner.
- Willingness to travel within central Minnesota.

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

EDUCATION: 4-year Accounting related degree preferred

SALARY: \$30.00 to \$40.00 per hour depending upon experience and education.

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

JOB LOCATION: Central Minnesota Educational Research and Development Council
218 1st Street North
Sauk Rapids, MN 56379

WORK TYPE: Weekdays, 40 hours/week

HOW TO APPLY: Email cover letter, resume, and letters of reference to Nicole Winkelman at nwinkelman@cmerdc.org.

CLOSE DATE: Open until filled

CMERDC is an Equal Opportunity Employer