

MINNESOTA STATE UNIVERSITY, MANKATO

POSITION VACANCY NOTICE

MAPE

POSTING DATE: 04/30/2025
EXPIRATION DATE: 05/06/2025

ANNOUNCEMENT NUMBER: 09-1315
CLASSIFICATION: Accounting Officer Intermediate
EMPLOYMENT CONDITION: Full-time; Seasonal
SHIFT: Monday - Friday; 8:00 AM - 4:30 PM
LOCATION: Centennial Student Union
SUPERVISOR: Mark Constantine Ext. 2224

Permanent classified employees that occupy positions in the seniority unit in the same classification/class option may indicate their interest in filling the above vacancy by submitting a completed bid application along with a resume to the HUMAN RESOURCES OFFICE prior to 4:30 pm on the expiration date.

POSITION PURPOSE:

This position is responsible for financial planning and aspects of budget management for the Centennial Student Union and Student Activity Fee Fund. The position performs long range financial forecasting of revenues and expenses to support the development of the annual budgets for the CSU and Student Activity Fee Fund. The position works with the Student Allocations Committee on a weekly basis, and advises them through the business process of allocating funds to a variety of student organizations and the annual departmental funding process. The position is also responsible for daily monitoring and record keeping, as well as processing some departmental transactions.

The Minnesota State University, Mankato Annual Security and Fire Safety Report is available for your review. This report is required by federal law and contains policy statements and crime statistics for the University. The policy statements address the school's policies, procedures and programs concerning safety and security. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on-campus, or in other University affiliated locations. This report is available online at <http://www.mnsu.edu/safety/>. You may also request a paper copy from University Security at 507-389-2111, or by emailing security@mnsu.edu.

NOTICE: In accordance with the Minnesota State Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to Minnesota State vehicle use criteria and consent to a Motor Vehicle Records check.

Minnesota State Mankato is an Affirmative Action/Equal Opportunity University.

This document is available in alternative format to individuals with disabilities by calling Human Resources at (507) 389-2015 (V) or (800) 627-3529 (MRS/TTY).