

**MINNESOTA STATE UNIVERSITY, MANKATO**  
**AFSCME JOB POSTING**

Classification  
**Accounting Technician**

**ANNOUNCEMENT NUMBER:** 09-1309

**OPENING DATE:** 4-10-2025

**CLOSING DATE:** 4-16-2025

In accordance with Article 12 and Appendix O of the agreement between AFSCME, Council 5 and the State of Minnesota, the following position is vacant. Only eligible employees, as defined by the provisions of Article 12, Section 6, may submit a bid for the vacancy. Please review all respective contract language to determine bid eligibility. To bid on this vacancy, you must complete a Bid Application for Vacant Position which may be obtained from the Human Resources Web page at: <https://www.mnsu.edu/hr/forms/index.php?id=ab>  
No bids shall be accepted after 4:30 p.m. on the closing date listed above. No bids will be accepted via telephone.

DEPARTMENT/WORK AREA	DAYS & HOURS OF WORK	SUPERVISOR
Business Services	Monday - Friday	Deborah Sinning
Work Area 10	8:00 AM - 4:30 PM	Ext. 5019

**EMPLOYMENT CONDITION:** Full-Time, Unlimited

**POSITION PURPOSE:**

Under general supervision, this position exists to serve to provide an array of accounting services for a large university. This position is primarily responsible for the administration and reconciliation of the University's Purchasing Card Program. The position provides the continuous training and oversight needed to collaborate with supervisors and senior managers to utilize the system with their users. The position is also responsible for the accounting of all internal service centers utilizing the Minnesota State ISRS system's cost allocation module, as well as the disbursement and reconciliation of the University's disbursement processes of Accounts Receivable (Financial Aid), Student Payroll, and Accounting modules. The position also serves to assist the Accounting Director and the Assistant VP for Budget & Business Services with financial statement reporting duties and special accounting projects.

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](mailto: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).