

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

Classification  
**Accounting Technician**

**ANNOUNCEMENT NUMBER:** 09-1376

**OPENING DATE:** 5-14-2026

**CLOSING DATE:** 5-20-2026

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 the Bid Application Form: <https://forms.cloud.microsoft/r/KfRP9X8KdB>

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
Student Fin. Svs, Accounts Receivable	Monday - Friday	Shelia Sutphin
Work Area 10	8:00 AM - 4:30 PM*	Ext. 6655

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

**POSITION PURPOSE:**

The Senior Cashier position provides lead work, training, and daily cashiering within the Cashier's Office. This position provides training and support to departments regarding setup of web payment accounts and processes their web deposits when needed to ensure secure and accurate reporting. Submit policy and procedure requests to the Cashiers and Collections Supervisor to streamline efficiencies and process improvement. The Senior Cashier is responsible for payment plans, daily cash reporting, bank reconciliation of cash handling transactions, quarterly change fund audits and other duties as assigned. Set up credit card machines and event websites for departments as well as help maintain those functions. Provides customer service to students, staff and customers and supports compliance with institutional financial policies.

\*Summer Hours: 7:30 AM - 4:00 PM

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

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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).