MINNESOTA STATE UNIVERSITY, MANKATC

AFSCME JOB POSTING

Classification

Accounting Technician

ANNOUNCEMENT NUMBER: 09-1399

OPENING DATE: 11-7-2026

CLOSING DATE: 11-13-2026

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 Financial Services	Monday - Friday	Shelia Sutphin
Work Area 10	8:00 AM - 4:30 PM	507-389-2259

EMPLOYMENT CONDITION: Full-time, Unlimited

POSITION PURPOSE:

Under general supervision, this position provides support to the Accounts Receivable department by monitoring, analyzing, reconciling and instructing on collections, extended internal payment plans and write offs. This position will analyze, process and reconcile student and department refunds. Responsible for submitting policy and procedure to the Cashiers and Collections Supervisor to streamline efficiencies and process improvements in collections. This position provides support and customer services via telephone, email and in-person interactions with current and prospective students, families, university personnel and external clientele in a welcoming and professional manner. This position services cashiering and provides bank reconciliation support to Senior Cashier. Incumbent will adhere to compliance and enforce financial policies with institutional regulations set forth by SOM, MNDOR, and Dept. of Education.

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).