Bemidji State University and Northwest Technical College invites Applications for the position of:

**Accounts Receivable & Purchasing Associate**

**AFSCME JOB POSTING**

**CLASSIFICATION:** Account Clerk Sr (00138570)

**OPENING DATE:** March 4, 2019

**CLOSING DATE:** March 26, 2019

**POSITION LOCATION:** BSU Business Office

**WORK DAYS & HOURS:** Monday – Friday, 8:00 am – 4:30 pm (Unlimited Full Time)

**POSITION PURPOSE**
This position is split to work with Business Services and Purchasing in accomplishing their work. Provide cashier services; respond to student, faculty and staff inquiries; assist student payroll and travel clerk with setting up student employment work authorizations for Bemidji State University (BSU) and Northwest Technical College (NTC); provide backup for student payroll and travel expense reimbursement to BSU and NTC; reconcile the BSU motor pool fleet card; and provide support services to Business Services, such as accounts receivable backup. Provide administrative assistance to the Director of Business Services.

Provide services to Purchasing in the review and audit of purchasing card transactions for BSU and NTC, assist in the administration of the p-card, athletic card, and travel card programs for both institutions. Assist with assigned tasks in Marketplace including entry and processing of purchase requisitions, reviewing and uploading supporting documentation such as contracts, shipping/receiving documents, and invoices. Work with accounts payable to resolve invoice and payment issues. Assist in the development and conduct of training on p-cards, athletic cards, travel cards, and Marketplace.

**PRINCIPLE RESPONSIBILITIES AND RESULTS**

1. Provide over-the-counter cashier duties using the Minnesota State Colleges and Universities (MnSCU) Integrated Statewide Resource System (ISRS) as a database and credit card machine for all student transactions. Answer phone call inquiries from students, faculty and staff. Results are customer understanding of fee statements; daily receipts and cash are balanced at the end of each business day, results are issued properly.

   **Priority:** Essential  **Percent of Time:** 25%

2. Assist purchasing and procurement with assigned functions, including review and audit of purchasing card transactions using vendor’s expense management system, to ensure compliance with MnSCU and state purchasing requirements and regulations. Assist purchasing staff on development and conduct of p-card training for all users and supervisors. Results are p-card transactions are reviewed and coded properly, and charged back to the correct cost center(s); faculty, staff, administrators, and supervisors are properly trained in the appropriate use of purchasing cards.

   **Priority:** Essential  **Percent of Time:** 25%

3. Assist with entry and maintenance of all student employee assignments for BSU and NTC. Prepare student payroll reports as requested. Results are: work authorizations are set up and processed and all employment documentation is issued and collected; bi-weekly timesheets and reports, policies and procedures correspondence, and Work Study allocation changes are distributed to departmental supervisors; cumulative hours are monitored for wage increases; student employment status is verified to non-institutional agencies; Routing ID table is maintained and updated in cooperation with the payroll office.

   **Priority:** Essential  **Percent of Time:** 15%
4. Provide backup for BSU Payroll and Travel Clerk in processing student payroll and business expense reimbursements. Assist with processing of business expense reimbursements and travel reimbursements, and ensure business expense receipts are audited for NTC, with backup provided to BSU, for accuracy and compliance with State of Minnesota and Federal guidelines and union contracts; travel advances are authorized for faculty and staff; reconciling adjusting entries are made in SEMA4.

   | Priority: Essential | Percent of Time: 15% |

5. Process BSU fleet vehicle chargebacks to departments for fleet vehicle usage. Coordinate payment of gas charges on BSU gas charge cards. Perform monthly reconciliation of gas card charges to statements, and notify card holders of issues with card usage and charges. Results are gas charge card payments are made timely and charged to appropriate cost center(s), and monthly charges are reconciled.

   | Priority: Essential | Percent of Time: 10% |

6. Provide administrative support services to the Director of Business Services, and backup support to other areas of the Business Services division, including backup for check writing, invoice matching, and mail management when Accounts Payable clerk is not available; updating Business Services web site as required; purchasing supplies for the department, managing paper orders; serve as backup for sending student payroll direct deposit ACH file to bank.

   | Priority: Secondary | Percent of Time: 10% |

**KNOWLEDGES, SKILLS, AND ABILITIES**

**Minimum Qualifications (expected to have to enter job)**
- Skill in accounting sufficient to analyze financial records, calculate monthly fees, and prepare financial summaries and reports.
- Math, accounting practices, and bookkeeping knowledge sufficient to independently calculate student payroll, maintain complete and accurate records, and resolve discrepancies.
- Knowledge of bookkeeping practices and procedures sufficient to analyze financial transactions and assign them to specific accounts, write original journal entries that credit and debit appropriate accounts, post entries to ledger accounts, and adjust entries at the end of each accounting period.
- Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
- Ability in customer service sufficient to explain policies and procedures, answer questions, and address complaints of customers, employees, and other individuals.
- Knowledge of generally accepted accounting principles (GAAP) and practices sufficient to analyze data and implement minor changes in fiscal operations.

**Preferred Qualifications (desired but not expected to have to enter job)**
- Associate degree or certificate in accounting, bookkeeping or similar discipline.
- 2 or more years’ experience in a bookkeeping, accounting, or related position.
- Experience in cashiering and creating daily deposits, and preparation of daily reports.
- Experience in review and/or analysis of purchasing card transactions, and determining compliance with regulations, policies and procedures.
- Strong attention to detail and high degree of accuracy in working with numbers.
- Strong organizational and multi-tasking abilities.
- Excellent written and oral communication skills.
- Experience working with diverse cultures and populations.

**APPLICATION INFORMATION:**


If you are unable to apply online, please contact the job information line at 651.259.3637. For additional information about the application process, go to [http://www.mn.gov/careers](http://www.mn.gov/careers)

If you have questions about the position, contact Ron Beckstrom at Ronald.Beckstrom@bemidjistate.edu
All employees must comply with department and institution procedures and policies, MnState policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty. In accordance with the Minnesota State Colleges and Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on university or college business, when using a rental or state vehicle, shall be required a Vehicle Use Agreement form and consent to a Motor Vehicle Records check annually.

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity.