

<b>JOB TITLE:</b>	#1249 Accounting Operations Manager
<b>OPEN TO:</b>	This job is open to all applicants.
<b>LOCATION:</b>	History Center, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906
<b>SALARY:</b>	\$4,919.00 monthly minimum
<b>STATUS &amp; HOURS:</b>	Full-time, regular (2,088 annual hours) position.
<b>CLASSIFICATION:</b>	21K Supervisory
<b>HIRING MANAGER:</b>	Chief Financial Officer
<b>POSTING DATE:</b>	January 13, 2016
<b>DEADLINE DATE:</b>	The application deadline date has been extended through February 18, 2016. All application materials must be received by this date.
<b>SUPPLEMENTAL FORMS:</b>	Not required for this position.

**DESCRIPTION:** The Minnesota Historical Society (MNHS) seeks applicants for an Accounting Manager to lead the accounting operations function and ensure staff commitment to high quality work completed on a timely basis, continuous process improvement, compliance with required regulations and standards and superior customer service. Responsibilities include management of daily transactional processing, recordkeeping and reconciliation, cash and fund management, policy development and implementation, reporting and analysis.

**RESPONSIBILITIES:** 1) develop, maintain, and manage accounting policies, internal controls, systems, processes, and procedures for timely, accurate financial reporting and record-keeping in compliance with state and federal regulations, generally accepted accounting principles (GAAP) and industry standards; 2) develop, implement, and maintain purchasing and contract policies, systems, processes, and procedures to optimize MNHS purchasing power and mitigate financial risk; 3) work with MNHS staff to develop and maintain efficient, accurate and timely processing of donor contributions and to ensure appropriate record-keeping and reporting for grants awarded and received; and 4) manage reporting systems including MUNIS functionality.

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree plus eight years program experience or equivalent OR an advanced degree plus six years program experience or equivalent.
- Advanced knowledge of Generally Accepted Accounting Principles (GAAP).
- Extensive experience working with automated accounting systems.
- Demonstrated ability to plan, assign and direct the work of professional accountants, finance specialists and accounting staff.
- Demonstrated ability to develop, revise, implement and enforce policies and procedures.
- Demonstrated ability to effectively understand and communicate complex, technical information verbally and in writing.
- Strong interpersonal skills and ability to build and maintain effective work relationships with internal and external partners.
- Demonstrated analytical and problem solving skills within a financial environment.
- Demonstrated ability to work successfully with diverse groups of people.
- Demonstrated ability to work on a team and lead others toward a common goal.

#### **DESIRABLE QUALIFICATIONS:**

- Knowledge of the State of Minnesota financial system and its relationship to MNHS.
- Functional expertise with MUNIS financial software.
- Knowledge of MNHS policies and procedures.

**TO APPLY:** Submit *MNHS Application for Employment*, (available at [www.mnhs.org/jobs](http://www.mnhs.org/jobs)), cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

<b>Attn:</b> [Fill in Job Title] <b>Minnesota Historical Society</b> <b>345 Kellogg Boulevard West</b> <b>St. Paul, MN 55102-1906</b>	<b>Attn:</b> [Fill in Job Title] <b>Email:</b> <a href="mailto:humanresources@mnhs.org">humanresources@mnhs.org</a>	<b>Attn:</b> [Fill in Job Title] <b>Fax:</b> 651-297-3343
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Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position. Applicants who are offered employment will be subject to passing a background check as a condition of employment. EEO

**Applications will be acknowledged**

**- No phone calls please -**