

JOB TITLE:	#1326 Accounting Technician
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906
SALARY:	\$2,878.00 monthly minimum
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position.
CLASSIFICATION:	63M Technical
HIRING MANAGER:	Accounting Operations Manager
POSTING DATE:	September 16, 2016
DEADLINE DATE:	Application materials must be received by October 7, 2016.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for an Accounting Technician to ensure the accuracy and timeliness of all accounts payable transactions.

SUMMARY OF WORK: 1) complete payments and control expenses by receiving, processing, verifying and reconciling invoices; and 2) support the finance department staff by performing technical project and clerical work.

MINIMUM QUALIFICATIONS:

- High school diploma with minimum of two years on the job experience with primarily accounts payable responsibilities.
- Knowledge of Generally Accepted Accounting Principles (GAAP), and basic government accounting sufficient to analyze financial records, locate errors and recommend solutions.
- Working knowledge of electronic spreadsheets, word processing software, computers and other office equipment such as calculators and copiers.
- Mathematics skills sufficient to calculate, review and reconcile data.
- Ability to interpret and explain and provide guidance on work procedures and operations.
- Strong organizational and time management skills.
- Ability to perform detailed work with speed and accuracy.
- Excellent data entry skills.
- Demonstrated sense of urgency and ability to meet deadlines.
- Ability to work independently or as a team player.
- Ability to work with a diverse group of people.
- Excellent customer service skills.

DESIRABLE QUALIFICATIONS:

- Associate's Degree in business or related field.
- Experience with Munis/Tyler Technology software.
- Knowledge of a governmental accounting system.

TO APPLY: Submit *MNHS Application for Employment*, (available at 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:

Attn: [Fill in Job Title] Minnesota Historical Society 345 Kellogg Boulevard West St. Paul, MN 55102-1906	Attn: [Fill in Job Title] Email: humanresources@mnhs.org	Attn: [Fill in Job Title] Fax: 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 -