

Job Posting

Job Title Account Clerk - Office Clerk

Job ID 45212

Location St. Paul

Full/Part Time

Full-Time

Regular/Temporary

Unlimited

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Logo

BWSR is the state soil and water conservation agency, and it administers programs that prevent sediment and nutrients from entering our lakes, rivers, and streams; enhance fish and wildlife habitat; and protect wetlands. The 20-member board consists of representatives of local and state government agencies and citizens.

Job Details

Job Class: Account Clerk

Working Title: Office Clerk

Who May Apply: Open to all qualified job seekers

Date Posted: 04/17/2021

Closing Date: 04/30/2021

Hiring Agency/Seniority Unit: Water & Soil Resources Board

Division/Unit: Finance

Work Shift/Work Hours: Day Shift

Days of Work: Monday – Friday

Travel Required: No

Salary Range: \$17.66 - \$23.41/hourly; \$36,874 - \$48,880/annually

Classified Status: Classified

Bargaining Unit/Union: 206 - Clerical/AFSCME

Work Location: St Paul

Employment Condition: Full-Time, Unlimited

FLSA Status: Nonexempt

[Connect 700 Program Eligible:](#) Yes

Job Summary

Job Summary

This position provides senior administrative support for the MN Board of Water and Soil Resources (BWSR) Central Office and will perform various agency-wide fiscal related responsibilities, event and meeting planning, and oversight of BWSR supplies and inventory. Administrative support duties include responsibility for meeting scheduling, mail processing, telephone answering and general receptionist duties.

Qualifications

Minimum Qualifications:

One (1) year of work experience with a combination of following skills:

- **Accounting:** 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.
- **Customer Service:** Customer services skills sufficient to actively listen to and understand needs and provide accurate information and appropriate alternatives in a timely, thorough, courteous, respectful, and professional manner in person, over the phone and in writing.
- **Communication:** Excellent written and verbal communication skills to write, prepare, and edit materials such as memos, procedures, reports, presentations, etc., and clearly explain, discuss, communicate and present complex ideas, regulations, policies and procedures to students, parents, staff and senior managers.
- **Computer:** Proficient in MS Word, Access and Excel, and other software applications to prepare, create, format, edit, print, save and/or attach a variety of documents, including emails, memos, reports, letters, presentations, spreadsheets, tables, charts, graphs, in an efficient and timely manner.

Preferred Qualifications:

- Experience working with State of MN accounting (SWIFT) and payroll (SEMA4) systems.
- Ability to learn and become proficient in computer software programs.
- One year of professional level accounting, business, or administrative experience.

Additional Requirements:

This position requires an unrestricted Class D Driver's License with a clear driving record.

It is policy of the Board of Water and Soil Resources that all candidates submit to a background check prior to employment. The background check may consist of the following components:

- Employment Reference Check
- SEMA4 Records Check
- Criminal History Check
- Education/License Verification

Application Details

Why Work For Us

The Minnesota Board of Water and Soil Resources (BWSR) provides critical connections to local government units, federal agencies and other state agencies for conservation on private lands in Minnesota. BWSR administers a number of grant and conservation easement programs, and provides other support to local government units for water and soil conservation, water quality and wildlife habitat. BWSR strives to enable its employees and clientele to accomplish effective conservation with excellence.

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

How to Apply

Click "Apply" at the bottom of this page and submit an application/resume that clearly describes how you meet the qualifications listed above. If you have questions with applying 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>.

Contact

If you have questions about the position, contact Jeremy Olson at Jeremy.olson@state.mn.us or 651-282-2929.

If you are a Connect 700 applicant, please submit your certificate to Nicole Tefft at nicole.tefft@state.mn.us or fax to 651.296.6494 by the job posting close date.

AN EQUAL OPPORTUNITY EMPLOYER

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651-259-3637 or email careers@state.mn.us. Please indicate what assistance you need.

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