

Job Posting

Job Title Accounting Officer Intermediate - Contracts Specialist

Job ID 45214

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: Accounting Officer Intermediate

Working Title: Contracts Specialist

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: \$21.83 - \$31.70/hourly; \$45,581 - \$66,189/annually

Classified Status: Classified

Bargaining Unit/Union: 214 - MAPE

Work Location: St Paul

Employment Condition: Full-Time, Unlimited

FLSA Status: Nonexempt

[Connect 700 Program Eligible:](#) Yes

Job Summary

Job Summary

This position serves as a professional accounting resource for the Board of Water and Soil Resources (BWSR) in multiple areas. The Contract Specialist assists in agency contract process for professional / technical contracts (PT), master contracts, work order agreements, joint powers agreements, annual plans, income agreements, interagency agreements, and grants. In addition to contracts, it provides support in

procurement, purchasing, reporting and compliance, implementation of accounting procedures, and the reconciliation of fiscal anomalies.

Qualifications

Minimum Qualifications:

- Bachelor's Degree in Accounting, Finance, Business, or related field.
- Two (2) years of professional level finance or accounting experience, including legal contracts, grants management, or contract management.
- Experience working with a competitive solicitation process.
- Experience procuring services that include reviewing, interpreting and providing guidance on contracts and agreements.
- Computer skills using Microsoft Word, Excel and PowerPoint sufficient to create reports to create spreadsheets, analysis and reports.
- Thorough knowledge of the principles, theories, and techniques of acquisition and materials management sufficient to prepare contracts, write specifications, evaluate and research products.

Preferred Qualifications:

- Ability to establish effective and good working relationship with coworkers, vendors and other stakeholders.
- Familiarity with the State of Minnesota's Accounting System, Statewide Integrated Financial Tools (SWIFT), and associated support systems
- Familiarity and knowledge of the structure, function, and interrelationships of the agency's complex budgetary funding.
- Understanding of Federal and State contracting and procurement procedures and policies.
- Knowledge of accounting principles and practices, budgeting principles, and the state's appropriation and accounting systems.
- Ability to interpret financial policies and procedures, relate them to technical and administrative activities and clearly communicate them to staff.

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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