



The **Minnesota Board of Water and Soil Resources (BWSR)** is the state of Minnesota's soil and water conservation agency. BWSR works with partners to prevent sediment and nutrients from entering our lakes, rivers, and streams; enhance fish and wildlife habitat; improve soil health and protect wetlands. The 20-member board consists of representatives of local and state government agencies and citizens.

Job Details

Working Title: Senior Financial Analyst
Job Class: Accounting Officer Principal
Agency: Board of Water & Soil Resources

- **Job ID:** 78508
- **Location:** St. Paul
- **Hybrid Eligible:** Yes
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 07/16/2024
- **Closing Date:** 08/07/2024
- **Hiring Agency/Seniority Unit:** Board of Water & Soil Resources - MAPE
- **Division/Unit:** BWSR HR / Fiscal and Admin Services
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** Yes Est.<5%
- **Salary Range:** \$31.92 - \$47.05 / hourly; \$66,648 - \$98,240 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 214 - MN Assoc of Professional Empl/MAPE
- **FLSA Status:** Exempt - Professional
- **Re-Posting:** Yes
- [Designated in Connect 700 Program for Applicants with Disabilities:](#) Yes

The work you'll do is more than just a job.

At the State of Minnesota, employees play a critical role in developing policies, providing essential services, and working to improve the well-being and quality of life for all Minnesotans. The State of Minnesota is committed to equity and inclusion, and invests in employees by providing benefits, support resources, and training and development opportunities.

Job Summary

This position serves as a professional accounting resource for the Board of Water and Soil Resources (BWSR), which includes nine (9) office locations, in several functions.

- The position shall provide financial analysis that will assist agency management in making sound financial decisions and guide spending decisions. The position will make recommendations to ensure appropriation and fund integrity.
- The financial analyst will formulate and develop planning tools to maximize the utility of appropriation funding and appropriately allocate costs in consistent, accurate and replicable formats.
- The position assists with the annual spending plan and the biennial budget process.
- Provides consultation, direction, and assistance to BWSR regarding financial management, accounting procedures and budgeting.

Qualifications

Minimum Qualifications

Bachelor's degree in accounting, Finance, Business, or related field.

AND

Two (2) years of professional-level experience in professional level finance or accounting experience.

OR

Two (2) year degree in business administration, finance, accounting, public administration, or a related field.

AND

Five (5) years of professional-level experience in professional level finance or accounting experience with knowledge and experience in the application of Generally Accepted Accounting Principles (GAAP).

- Knowledge of the application of Governmental Accounting Standards as set forth by Governmental Accounting Standards Board (GASB).
- Advanced skills with the following PC software tools including Excel, Word, and Access in order to prepare and present complex financial reports.
- Advanced interpersonal and human relation skills sufficient to explain accounting concepts and standards to management and employer representatives.

OR

Ten (10) years of professional-level training and experience in professional level finance or accounting experience with knowledge and experience in the application of Generally Accepted Accounting Principles (GAAP).

- Knowledge of the application of Governmental Accounting Standards as set forth by Governmental Accounting Standards Board (GASB).

- Advanced skills with the following PC software tools including Excel, Word, and Access in order to prepare and present complex financial reports.
- Advanced interpersonal and human relation skills sufficient to explain accounting concepts and standards to management and employer representatives.
- Organizational skills and the ability to identify and solve problems, advise others, handle multiple priorities, meet deadlines and apply innovative approaches and opportunities for streamlining existing processes.
- Ability to prepare, analyze, and interpret complex fiscal records and reports, federal state laws, statutes and department policies.
- Ability to work under deadlines and adapt to ever-changing program requirements, financial resources, and administrative change; and ability to identify issues, resolve disputes, and recommend solutions.
- Ability to evaluate program results to assure work quality and continually improve work processes.

Preferred Qualifications

- Advanced degree in in business administration, public administration or public policy, library and information science, or a related field.
- Knowledge of State Accounting Systems
- Six (6) years of professional work experience in grants administration, compliance, accounting, business administration or related field.
- Procedural understanding of the grant programs administered by the Board of Water and Soil Resources.

Physical Requirements

Requires occasionally lifting and/or carrying such articles as file folders, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. This job may require walking or standing to a significant degree on rough terrain or may involve sitting most of the time with pushing and pulling of arm and/or leg controls.

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:

1. Employment Reference Check
2. SEMA4 Records Check
3. Criminal History Check
4. Driver's License DMV check
5. Conflict of Interest Review
6. Education/License Verification

Application Details

How to Apply

Select "Apply for Job" at the top of this page. If you have questions about applying for jobs, contact the job information line at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us. For additional information about the application process, go to <http://www.mn.gov/careers>.

Contact

If you have questions about this position, contact Amie Wunderlich at amie.wunderlich@state.mn.us or [507-381-3131](tel:507-381-3131).

To receive consideration as a Connect 700 Program applicant, apply online, email the Job ID#, the Working Title and your valid Proof of Eligibility Certificate by the closing date to Patricia Sweep at patty.sweep@state.mn.us.

Working together to improve the state we love.

What do Minnesota's State employees have in common?

- A sense of purpose in their work
- Connection with their coworkers and communities
- Opportunities for personal and professional growth

Benefits

As an employee, you'll have access to one of the most affordable health insurance plans in Minnesota, along with other benefits to help you and your family be well.

Your benefits may include:

- Paid vacation and sick leave
- 12 paid holidays each year
- Low-cost medical, dental, vision, and prescription drug plans
 - Fertility care, including IVF
 - Diabetes care
 - Dental and orthodontic care for adults and children
- 6 weeks paid leave for parents of newborn or newly adopted children
- Pension plan that provides income when you retire (after working at least three years)
- Employer paid life insurance to provide support for your family in the event of death
- Short-term and long-term disability insurance that can provide income if you are unable to work due to illness or injury
- Tax-free expense accounts for health, dental, and dependent care
- Resources that provide support and promote physical, emotional, social, and financial well-being

Support to help you reach your career goals:

- Training, classes, and professional development
- Tuition reimbursement <Remove this bullet if this position is not eligible for tuition reimbursement>
- Federal Public Service Loan Forgiveness Program (Some positions may qualify for the Public Service Loan Forgiveness Program. For more information, visit the Federal Student Aid website at studentaid.gov)

Employee Assistance Program (EAP) for work/life support:

- A voluntary confidential program that helps employees and their families with life challenges that may impact overall health, personal well-being, or job performance
- Common sources of stress can be addressed through the EAP: mental health, relationship challenges (personal and work), grief and loss, finances, and legal issues
- Daily Living/Convenience Services: Chore services, home repair, trip planning, child/elder care

Programs, resources and benefits eligibility varies based on type of employment, agency, funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.

EQUAL OPPORTUNITY EMPLOYERS

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. State agencies are committed to creating a workforce that reflects the diversity of the state and strongly encourages persons of color and Indigenous communities, members of the LGBTQIA2S+ community, individuals with disabilities, women, and veterans to apply. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve Minnesotans.

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex (including pregnancy, childbirth, and disabilities related to pregnancy or childbirth), gender identity, gender expression, marital status, familial status, age, sexual orientation, status regarding public assistance, disability, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law.

APPLICANTS WITH DISABILITIES

Minnesota state agencies make reasonable accommodations to their employees and applicants with disabilities. If you have a disability and need assistance in searching or applying for jobs with the State of Minnesota, call the job information line at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us and let us know the support you need.