



RIDGEWATER

COLLEGE

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Ridgewater College Posting
A Minnesota State College

Cashier & A/R - Accounting Technician

Full-Time, Unlimited AFSCME Vacancy Notice

Posting Date: 1.28.2026

Ridgewater College is seeking a first point of contact for the Business Office on the Willmar Campus. This position analyzes and develops all accounts receivable processes and creates workflows to ensure accounts are effectively monitored and maintained, assuring that receivables and revenues are properly recorded and accounted for.

Classification: Accounting Technician
Campus: Willmar
Bargaining Unit: AFSCME, 207
Employment Condition: Full Time, Unlimited
Classified Status: Classified
Work Schedule: Monday – Friday, 8:00AM-4:30PM
Work Area: Business Office
Wage: \$22.91- \$32.37 /per hour
PCN: 01010329

Job Summary

The person in this position will develop and oversee the accounts receivable functions for Ridgewater College. This position analyzes and develops all accounts receivable processes and creates workflows to ensure accounts are effectively monitored and maintained, assuring that receivables and revenues are properly recorded and accounted for. This position also serves as the initial point of contact for the Business Office cashier window on the Willmar Campus providing outstanding customer service while serving the needs of students and internal stakeholders. This position has the primary responsibility to receipt payments received by the Willmar campus, including but not limited to third-party funding, EFT payments and financial aid funding. This person also provides cost allocation support, documenting monthly mileage logs, and reconciling Voyager gas card receipts.

Responsibilities include:

- Cashiering
- Accounts receivable
- Customer service (students, parents, 3rd Parties)
- Mail processing
- Initial contact for the Willmar Business Office

WILLMAR CAMPUS

2101 15th Ave NW
Willmar, MN 56201
320-222-5200 | 1-800-722-1151
FAX 320-222-5212

HUTCHINSON CAMPUS

2 Century Ave SE
Hutchinson, MN 55350
320-234-8500 | 1-800-722-1151
FAX 320-234-8512

www.ridgewater.edu

Minimum Qualifications *(required skills to enter the job; must be identified on application materials)*

- Knowledge of Generally Accepted Accounting Principles (GAAP) sufficient to analyze, interpret, and prepare financial information, records and reports; locate errors; and recommend solutions to procedural or other fiscal problems.
- Knowledge of the Statewide Integrated Financial Tools (SWIFT), or other private or governmental accounting system, sufficient to query and compile records and reports, and assist with preparation and maintenance of spending plans, financial status reports and budget requests.
- Working knowledge of electronic spreadsheets, word processing software, computers and other office equipment such as calculators.
- Mathematics skills sufficient to calculate, review and reconcile data and balance accounts.
- Ability to design, interpret and explain work procedures and operations and provide advice on fiscal policies and procedures.
- Ability to read and write a variety of materials in English

Preferred Qualifications *(desired but not required)*

- Two years of relevant work experience.
- AA/AS Accounting
- Working knowledge of ISRS, MnSCU Accounting, State of MN eServices (DOR Collections) and Perceptive Content
- Customer service skills sufficient to provide courteous and efficient service and communicate effectively with customers including public, students, residents and their families, and employees of other state agencies, sufficient to explain policies and procedures and deal with complaints from clients who may be hostile, confused or agitated
- Ability to work with constant interruptions and manage multiple priorities, work independently and processes time management skills in order to meet deadlines while ensuring accuracy
- Knowledge of accounting concepts, business, and governmental accounting terminology.
- Ability to work collaboratively with others throughout department and campus.
- Ability to develop and document procedures. Recommending best practices and revisions as requirements and technology changes.
- Ability to communicate clearly and professionally in numerous formats for diverse audiences to motivate and share information.

How to Apply

Apply online at:

https://minnstate.wd1.myworkdayjobs.com/Minnesota_State_Careers/job/RIDG---Willmar-Campus/Accounting-Technician_JR0000004048

Online application deadline for preferred review is 11:59PM on February 12, 2026.

Application must include:

- Online Employment Application
- Resume
- Letter of Interest / Cover Letter addressing the position qualifications

Why Work For Us

GREAT BENEFITS PACKAGE! Minnesota State offers a comprehensive benefits package including:

- 11 paid holidays each year
- Medical Insurance (single coverage \$48.94 per month and family coverage is \$333.91 per month)
- Dental Insurance (low deductibles; single coverage \$14.50 per month and family coverage is \$61.86 per month)
- Paid Parental Leave (six weeks)
- Employer paid life insurance
- Short and Long Term Disability
- Pre-tax Flexible Spending Accounts (Medical and Dependent Care)
- Retirement Plan
- Tax-deferred Compensation
- Generous vacation and sick leave

Additional Requirements

In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.

Other Information

Employment information for this position can be found in its collective bargaining agreement or its plan document at <http://mn.gov/mmb/employee-relations/labor-relations/Labor/>.

Contact

If you have questions about the position, contact Felicia Telecky at felicia.telecky@ridgewater.edu or 320-234-8534.

Institution Information

MISSION: Ridgewater College empowers diverse learners to reach their full potential and enrich their lives through personalized and relevant education in an accessible, supportive, and inclusive environment.

VISION: Ridgewater College is a student-centered educational leader focused on innovation, excellence and affordability.

GUIDING PRINCIPLES:

- Enterprising - We are future-focused, and change-oriented, developing creative solutions to challenges that maximize our institutional, system and local resources.

- Empowerment – We develop and empower employees to make decisions to best serve students and stakeholders.
- Excellence – We strive to exceed expectations in all that we do.
- Diversity, Equity, and Inclusion – We seek to understand and appreciate the needs and experiences of every individual and actively work to provide genuine opportunities for everyone to succeed and participate in college activities and processes.
- Trust and Respect – We are committed to developing a culture based in processes and behavior that create trust and respect among all stakeholders.
- Collaboration – We connect and work together to achieve common goals while respecting needs and interests of stakeholders.
- Curiosity and Creativity – We constantly strive to understand, learn, change, and improve.
- Accountability – As individuals and groups, we willingly accept and take ownership of our successes and failures.

Equal Employment Opportunity

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

Reasonable accommodations will be made 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.mmb@state.mn.us. Please indicate what assistance is needed.