



RIDGEWATER

COLLEGE

creating opportunities. changing lives.

Ridgewater College Posting
A Minnesota State College

Accounting Officer

Full-Time, Unlimited MAPE Vacancy Notice

Posting Date: 5/15/2026

Ridgewater College is seeking an accounting officer to be responsible for a variety of accounting-related functions, which must be performed in accordance with generally accepted accounting principles as well as Federal, State and Minnesota state policies and regulations.

Classification: Accounting Officer

Campus: Hutchinson

Bargaining Unit: MAPE, 214

Employment Condition: Full Time, Unlimited

Classified Status: Classified

Work Schedule: Monday – Friday, 8:00AM-4:30PM

Work Area: Business Office

Wage: \$23.98 - \$34.69/hourly :: \$50,070-\$72,433/annually

PCN: 00758730

Job Summary

This position is responsible for a variety of accounting related functions. Which must be performed in accordance with generally accepted accounting principles as well and federal, State and Minnesota state policies and regulations.

This position is responsible for building and monitoring the tuition and fee structure, including personal property/service fees, and additionally will perform a variety of accounting related tasks as related to financial reporting and accounts receivable functions.

Principle Responsibilities include:

1. Monitors fiscal processes related to the accounts receivable function. Provide cashier services, receipting student tuition, third-party funding, payment plan fees, resale deposits, parking fees, bookstore revenue, and other miscellaneous payments daily. Assist in the development and preparation of the annual accounts receivable review and write off process. Monitors the accuracy and timely receipt of funds to accounts and cost centers, which contributes to the efficiency of reconciliations and reporting. Manage and monitor the operation of the communication module and payment plans. Initiate payment plan uploads, ensuring the Minnesota State accounting system and payment plan balances reconcile.

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

2. Manage the registration cancellation process each semester. Schedule, initiate, and interpret reports related to the registration cancellation for nonpayment process. This includes interpreting and providing guidance to student services when necessary. Assist Student Services staff in the communication of registration cancellation for nonpayment. Analyze appropriate source documents to determine and initiate the refund and total withdrawal process college wide. This includes taking the necessary action to complete web returns and the web payment recovery process.
3. Process various miscellaneous charges, receipt corrections and receivable corrections ensuring supporting documentation meets mitigating control requirements, and accuracy of student accounts. Schedule, initiate, and interpret reports to review and verify accuracy of charges in the Minnesota State accounting system and merge data in excel to identify discrepancies. Coordinate and create the internal important dates calendar for student services
4. Maintains and assists in the fiscal cost allocation processes to ensure compliance including gathering & summarizing data for mileage, copier & printer allocations and processing required EIB's & manual journals. Voyager receipt matching and invoice preparation. Record deferments into the ISRS student system. Serve as backup for federal drawdowns from G5.
5. Monitor and assist in the development of course fee and tuition tables to ensure accuracy of the accounting system and student billing. Set up and maintain the accounts receivable tuition and fee tables in the Minnesota State accounting system. Administer the set-up and maintenance of personal property/service fee table verifying supporting documentation is properly approved. Address and resolve discrepancies ensuring fees assessed are authorized. Ensure revenue and expenditures are properly recorded in the Minnesota State Accounting System within the guidelines of Ridgewater College, Minnesota State, and State of Minnesota policies and procedures.
6. Perform other miscellaneous duties related to the operations of the business office. This may involve providing backup in the absence of other staff or participating in large projects so that deadlines are met. Recommend new procedures to supervisor and implement as necessary. Serve as a subject matter expert on the Minnesota State Workday team

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

- Minimum 2 years of related work experience
- Knowledge of accounts receivable and computerized billing systems sufficient to enter and access information, and identify and correct errors.
- Knowledge of accounting systems sufficient to query and compile records and reports, and assist with preparing and maintaining spending plans, financial status reports, and budget requests
- Knowledge of basic accounting procedures sufficient to complete forms and documents that comply with Generally Accepted Accounting Principles (GAAP) standards and maintain accurate and complete financial records
- Skill in analyzing, interpreting, reconciling, and preparing financial information,

records, and reports; identify errors; and recommend solutions to procedural or other fiscal problems

- Ability to interpret and explain accounting and related fiscal policies, procedures, and practices to customers
- Knowledge of business practices, principles, and protocols as applied to disbursements, purchasing and receipts techniques

Preferred Qualifications *(desired but not required)*

- AA/AS in Accounting, Business, or related field
- Knowledge accounting sufficient to review, analyze and verify financial records, calculate monthly fees, and prepare financial summaries and reports
- Ability to organize, prioritize and work under pressure to meet deadlines as well as acquire new skills and knowledge to adapt to changes in position.
- Ability to work with constant interruptions.
- Knowledge of ISRS, MnSCU Accounting, Microsoft Outlook, Internet, credit card systems, State of MN eServices (DOR collections) and Perceptive Content.
- Experience with document management system set-up and maintenance, such as Perceptive Content.
- Ability to maintain confidentiality.
- Ability to Develop and document procedures. Recommending best practices and revisions as requirements and technology changes.
- Accurate and efficient during intense stress, interruptions and high-volume peaks in workload.
- Demonstrates knowledge of and interest in diverse cultures and populations

How to Apply

Apply online at:

https://minnstate.wd115.myworkdayjobs.com/Minnesota_State_Careers/job/Hutchinson/Accounting-Officer_JR0000004861

Online application deadline for preferred review is 11:59PM on June 2, 2026.

Applications Must Include:

Resume

Cover Letter

Why Work For Us

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

- 11 paid holidays each year
- Medical Insurance (Single Coverage \$38.50 per month and Family Coverage is \$262.66 per month)
- Dental Insurance (low deductibles)
- 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.