



RIDGEWATER

COLLEGE

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Ridgewater College Posting
A Minnesota State College

Accounting Officer

Full-Time, Unlimited MAPE Vacancy Notice

Posting Date: 8/26/2026

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 or Willmar (chosen upon hire)

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: \$24.40- \$35.30 /hourly :: \$50,947 -\$73,706/annually

PCN: 00759970

Job Summary

This position will perform fiscal management functions and accounting work for Ridgewater College by providing leadership in accounting reconciliation processes, compliance monitoring, financial reporting, financial transaction processing (banking, purchasing, disbursement, payroll, grants, etc.)

This position applies knowledge in accounting to provide financial management analysis, consultation and training for the college.

Principle Responsibilities include:

1. Financial management of grants (federal, state, private), projects, and agreements. Maintain chart of accounts to reflect accurately the cost of grant/project operations. Monitor the financial data throughout the grant/project period ensuring expenses are within parameters of grant/project. Provide required financial reports, complete reimbursement requests for federal and state grants and submit to grantor and assist grant director with close-out requirements including audit. Prepare invoicing per grant/interagency agreements. Reconcile special allocations and grants with SWIFT to ensure accuracy.

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

A member of Minnesota State.
Ridgewater College is an affirmative action, equal opportunity employer and educator.
This document is available in alternative formats to individuals with disabilities upon request.

2. Provide accounting services to ensure lease agreements, PSEO contracts and college revenue activities are accurate and completed according to deadlines. Determine cash flow assistance and monitor appropriations and the year-end closing of all appropriations. Regularly review and monitor:
 - Lease agreements - Monitor lease agreements to ensure terms are followed and revenue is receipted appropriately.
 - PSEO contract and letter communications to ensure processes are followed and appropriate actions are taken. Upon receipt of the signed contract notify billing and admissions of appropriate action. Ensure terms are followed and accounts are handled appropriately.
 - Sales tax reporting is accurate and that payments are processed in a timely manner to meet required deadlines.
 - Fund activity and balances. Process data identifying discrepancies and initiate the appropriate action to resolve issues. Includes sales tax submission and reporting, entertainer tax reporting, record donations, financial aid, VA Chapter 33 funding, student tool charges. Make recommendations on future direction and alternative solutions. Ensure costs of operations is reflected accurately, and funding is received or disbursed on time.
 - Special project assistance. Assist with special projects as assigned by Vice President of Finance and Operations.
 - Void checks and cancel direct deposits. Ensuring funds are handled appropriately, reissued or returned to source.
 - Reconciliation of State Financial Aid.
3. Provide budget summary and detail reports monthly and upon request. Interpret and audit budget reports, provide details, identify discrepancies and initiate the appropriate correction. Determine, initiate and communicate the appropriate action to resolve issues; this may include a journal entry, expenditure correction, purchasing adjustments or a budget revision. Ensure expenditures are properly recorded in Minnesota State Accounting System within the guidelines of Ridgewater College, Minnesota State and State of Minnesota policies and procedures.
4. Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner.

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

- Two years of work-related experience. A Bachelor's degree may substitute for 12 months, and an Associate's degree may substitute for 6 months.
- Skilled in accounts receivable and computerized billing systems, with the ability to accurately enter, access, and correct financial data.
- Experienced in accounting systems, capable of querying and compiling records, preparing reports, and supporting the development of spending plans, financial

status updates, and budget requests.

- Knowledge of basic accounting procedures, ensuring compliance with Generally Accepted Accounting Principles (GAAP) and maintaining precise, complete financial records.
- Skilled in analyzing, interpreting, reconciling, and preparing financial information; adept at identifying discrepancies and recommending effective solutions to procedural or fiscal issues.
- 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)*

- Associate's degree in Accounting, Business, or a related field.
- Demonstrated ability to organize, prioritize, and perform effectively under pressure while meeting deadlines with accuracy; adaptable to acquiring new skills and knowledge as responsibilities evolve.
- Familiarity with ISRS, MnSCU Accounting, Workday, Microsoft Office Suite, credit card systems, State of Minnesota eServices (DOR collections), and Perceptive Content.
- Hands-on experience with document management systems, including setup and ongoing maintenance (e.g., Perceptive Content).
- Competence in developing and documenting procedures, recommending best practices, and revising processes in response to changing requirements and technologies.
- Commitment to fostering inclusivity, with demonstrated knowledge of and interest in diverse cultures and populations.
- Proven ability to maintain confidentiality and handle sensitive information with discretion.

How to Apply

Apply online at:

https://minnstate.wd115.myworkdayjobs.com/Minnesota_State_Careers/job/RIDG---Willmar-Campus/Accounting-Officer_JR0000005592

Online application deadline for preferred review is 11:59PM on September 8, 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 \$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.