

**Job ID:** 73067 - Accounting Officer

**Location:** \_Itasca State Park

**Full/Part Time:** Full-Time

**Regular/Temporary:** Unlimited

**Working Title: Accounting Officer**  
**Job Class: Accounting Officer**  
**Agency: MN Department of Natural Resources**

- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 01/20/2024
- **Closing Date:** 02/09/2024
- **Hiring Agency/Seniority Unit:** Department of Natural Resources
- **Division/Unit:** DNR Parks & Trails Region 1
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** Yes; 1 - 2 overnights/year
- **Salary Range:** \$22.61 - \$32.71 / hourly; \$47,209 - \$68,298 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 214 - MN Assoc of Professional Empl/MAPE
- **FLSA Status:** Nonexempt
- **Telework Eligible:** No
- [Designated in Connect 700 Program for Applicants with Disabilities:](#) Yes

## **Make a difference in the lives of Minnesotans.**

The work you'll do is more than just a job. Join the talented, engaged and inclusive workforce dedicated to creating a better Minnesota.

## **Job Summary**

Established in 1891, Itasca is the oldest state park in Minnesota and one of the first state parks in the country. Home to the Headwaters of the Mississippi River, the park is one of the top tourism attractions in the Upper Midwest. Itasca State Park operates 7 days a week with visitors on-site 24 hours a day during peak operations. The Itasca District also administers LaSalle State Recreation Area and six State Forest Campgrounds. Annual revenue and expenditures exceed \$6 million.

## Job ID: 73067 - Accounting Officer

Itasca State Park is currently seeking a full-time year-round Accounting Officer to provide financial and budget coordination and lead direction at the Itasca State Park administrative unit including monitoring and analysis; revenue collection and processing; recommending process and procedural controls; preparing financial reports - so that the work of the DNR is carried out within State and Federal laws, Minnesota Management and Budget and DNR policies and procedures.

Responsibilities include:

- Provide leadwork direction in the daily, weekly, and cumulative accounting of Itasca State Park's receipts/revenue.
- Develop financial data for the Park Manager, Assistant Park Managers, and other Park supervisors as needed. Prepare a fiscal cash flow statement and a calendar year Profit and Loss statement for the Douglas Lodge Resort Operation (e.g., Douglas Lodge lodging, dining, retail operations and lodging). Assist with annual budget development and Work Unit Software preparation and entry.
- Lead all aspects of the Park's business office functions related to the SWIFT and EIOR software systems. Lead and provide direction for the procurement of goods, contracts, and services for Itasca State Park in accordance with federal and state laws, regulations, and policies.
- Maintain Park Audit File. Lead the annual year-end permit and wood audit, providing all established documentation and recording keeping policies in a timely manner.
- Assist with the development, implementation, and management of park concession bids and agreements.
- Manage the Park vendor contracts, working with appropriate Managers and Supervisors to ensure services are not interrupted.
- Provide leadwork direction to the Park's Accounting and Administrative Team

by providing training, assigning regular work, and identifying performance issues and notifying the appropriate supervisor.

- Oversee the Park's cash fund so that proper exchanges are performed from the fund, and it is reconcilable at all times.

## **Minimum Qualifications**

- Two (2) years paraprofessional/technical level accounting experience, including receipting invoices, analyzing and interpreting financial data, providing recommendations on payment policies and procedures, and tracking and maintaining costs for program operations.
- Knowledge of accounting practices sufficient to analyze, interpret, and prepare financial information, records and reports, locate errors, recommend solutions to fiscal problems, and forecast future fiscal expectations.
- Proficiency in the use of personal computers and software packages such as Microsoft Excel and Microsoft Word.
- Mathematical skills sufficient to calculate, review, and reconcile data and balance multiple accounts.
- Ability to analyze, interpret, and prepare financial information, records, and reports, locate errors, and recommend solutions to fiscal problems.
- Ability to clearly and positively communicate complex concepts and principles in verbal and written format to ensure accurate and effective transmission of information through internal and interagency communications for routine and technical situations.

## **Job ID: 73067 - Accounting Officer**

- Intermediate spreadsheet skills sufficient to develop, capture, compile, and utilize reports that inform and enable effective management.
- Effective planning, time management, prioritization, and organization skills to pay attention to detail, ensure accuracy, manage a large volume of work, prioritize work, and meet deadlines.
- Ability to proactively educate and provide procedural guidance to frontline revenue collection staff, administrative support staff, and clerical staff.

## **Preferred Qualifications**

- Associate or bachelor's degree in Accounting, Business, Finance, or related field.
- Knowledge of generally accepted accounting principles (GAAP), governmental accounting standards board (GASB) standards, and governmental budgeting terminology and general practices.
- Comprehensive working knowledge of current state financial and personnel management systems (SWIFT and SEMA4) and Web Integrated Revenue System (WIRES).
- Proficiency in analytical and reporting tools such as MS Access, Crystal Reports, etc.
- Successful participation of the State of Minnesota Star of the North Fellowship program.

## **Additional Requirements**

Applicants must have the ability to meet the physical requirements and work in the

## **Job ID: 73067 - Accounting Officer**

environmental conditions of the position, with or without reasonable accommodations.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

It is policy of the Department of Natural Resources that all candidates submit to a background check prior to employment. The background check may consist of the following components:

- Conflict of Interest Review
- Criminal History Check
- Education Verification
- Employment Reference / Records Check
- License / Certification Verification

## **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](mailto:careers@state.mn.us). For additional information about the application process, go to <http://www.mn.gov/careers>.

If you have questions about the position, contact Aaron Wunrow at [aaron.wunrow@state.mn.us](mailto:aaron.wunrow@state.mn.us) or [651-699-7205](tel:651-699-7205).

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 Rebecca Mortellaro at [rebecca.mortellaro@state.mn.us](mailto:rebecca.mortellaro@state.mn.us).

## **Why Work for Us**

### **Diverse Workforce**

We are committed to continually developing a workforce that reflects the diversity of our state and the populations we serve. The varied experiences and perspectives of employees

## Job ID: 73067 - Accounting Officer

strengthen the work we do together and our ability to best serve the people of Minnesota.

### A recent engagement survey of State of Minnesota employees found:

- 95% of employees understand how their work helps achieve their agency's mission
- 91% of employees feel trusted to do their jobs
- 88% of employees feel equipped to look at situations from other cultural perspectives when doing their job
- 87% of employees report flexibility in their work schedule

## Comprehensive Benefits

Our benefits aim to balance four key elements that make life and work meaningful: health and wellness, financial well-being, professional development, and work/life harmony. As an employee, your benefits may include:

- Public pension plan
- Training and professional development
- Paid vacation and sick leave
- 11 paid holidays each year
- Paid parental leave
- Low-cost medical and dental coverage
- Prescription drug coverage
- Vision coverage
- Wellness programs and resources
- Employer paid life insurance
- Short-term and long-term disability
- Health care spending and savings accounts
- Dependent care spending account
- Tax-deferred compensation
- Employee Assistance Program (EAP)
- Tuition reimbursement
- [Federal Public Service Student Loan Forgiveness Program](#)

**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.

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**AN EQUAL OPPORTUNITY EMPLOYER**

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. 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](tel:651-259-3637) or email [careers@state.mn.us](mailto:careers@state.mn.us) and indicate what assistance is needed.