



Accounting Officer Principal

The Public Employees Retirement Association (PERA) is a lifetime income, cost-sharing retirement plan for Minnesota public employees.

We serve over 440,000 current and former public employees from 2,100 governmental agencies and pay monthly benefits to more than 125,000 retirees, disabled members, and survivors of deceased members. Our 170,000 active members are social workers, firefighters, nurses, police officers, correctional officers, snowplow drivers, attorneys, and paraprofessionals. The services they provide and the work they do make our communities better.

About the Opportunity:

This position exists to assist in preparing, analyzing, and monitoring the financial status of the organization including maintaining the agency's general ledger records. In addition, this position provides PERA management with accurate and timely information, prepares the monthly financial statements, identifies and implements new accounting standards, coordinates the preparation of the Annual Comprehensive Financial Report, and prepares GASB 68 reports for employers.

As a principal accountant in a small team of accountants, this position does general accounting of the highest degree of complexity and importance for the Agency. This position requires effective verbal and written communications with PERA Staff and with personnel from other state agencies and local units of government.

This position will primarily be telework with the occasional need to be on site and in office as scheduled. Office is located in St. Paul, MN.

Qualifications:

*Minimum Qualifications

**Only applicants whose application and resume clearly demonstrates fulfillment of each minimum qualification listed below will be considered for this position. Ensure your resume contains descriptions of your work experience sufficient for comparison against the requirements stated below. Also indicate the beginning and ending month and year for each job held.*

**Four (4) Years of demonstrated professional level accounting experience

A Bachelor's degree in Accounting, or Finance may substitute for one (1) year of experience. Experience and education **must clearly demonstrate:

- Advanced knowledge and experience in the application of Generally Accepted Accounting Principles (GAAP)
- Ability to prepare, analyze, and interpret complex accounting records and reports, recognize discrepancies and implement solutions
- Advanced interpersonal and human relations skills sufficient to communicate accounting concepts and standards

- Advanced skills with spreadsheet and database tools such as Excel, Access, Workiva or similar applications in order to prepare and analyze financial data
- Advanced analytical and problem solving skills, attention to detail, and ability to exercise sound judgment in making decisions.
- Organizational skills sufficient to manage multiple priorities and meet strict deadlines

Preferred Qualifications

- A Bachelor's degree in Accounting, or Finance
- Knowledge and experience in the application of governmental accounting standards set forth by Governmental Accounting Standards Board (GASB)
- Advanced knowledge of the state's accounting system "SWIFT"
- Working knowledge of Minnesota laws, rules, regulations, policies and procedures related to financial management and governmental accounting, and plan governance
- Knowledge of public pension actuarial principles and knowledge of the Actuarial Standards as set by the Minnesota Legislative Commission on Pensions and Retirement

Physical Requirements

Requires occasional lifting and carrying of articles such as file folders, ledgers, and small office equipment. Although a sedentary job is defined as one that involves sitting, a certain amount of movement is often necessary in carrying out job duties.

Additional Requirements:

It is the policy of the Retirement Systems of MN that all employees submit to a background investigation prior to employment. The background check may consist of the following components:

- SEMA4 Records Check (applies to current and past State employees only)
- Criminal History Check
- Employment Reference Check
- Social Security and Address Verification
- Education Verification
- Driver's License Check

**The Retirement Systems will not sponsor applicants for work visas. All applicants must be legally authorized to work in the US.

HOW TO APPLY:

<https://mn.gov/mmb/careers/>

Job Posting Number: 68099

Posting Dates: 08/01/2023 - 08/14/2023

Wage: \$28.96 - \$42.67/hour - \$60,468.00 - \$89,095.00/annual