

**Job Posting Date: May 15<sup>th</sup>, 2017**

**Application Review Date: May 26<sup>th</sup>, 2017 at 4:00pm**

**Job Title:** Controller

**Location:** Mayville, ND

**Compensation:** Salary is commensurate with education, credentials and experience. Competitive fringe benefit package to include:

- Employer paid full family coverage for health insurance
- Retirement plan
- Education tuition waiver benefits
- Additional benefits can be found by [clicking here](#).

**FLSA:** Exempt

**Who can apply:** Internal/external candidates eligible to work in the United States

**Job Description:** The Mayville State University Controller will provide prudent management of the financial resources entrusted to Mayville State University. Responsibilities include: maintain proper fund accounting for all sources and uses of funds; provide timely, accurate and complete reporting to external customers and internal department managers; ensure fiscal accountability and provide assistance to division and department managers; diligently collect tuition, fees and related charges, and purchase services and products in the most advantageous manner. The position will report to the Vice President for Business Affairs.

**Minimum qualifications:**

- Bachelor's degree in accounting or business administration
- Three years of professional accounting or auditing experience.
- Demonstrated organizational, managerial, and communication skills
- Supervisory experience
- Proficient with MS Office (Word, Excel, PowerPoint and Access)

**Preferred qualifications:**

- Knowledge and experience with Oracle/PeopleSoft System
- Higher Ed experience including grant accounting
- Certified Public Accountant or other accounting certifications

**Applicants should submit the following materials:**

1. [MaSU Employment Application](#)
2. A letter of application
3. A current resume
4. The names of 3 professional references with each person's position, e-mail address, and telephone number
5. Copy of transcript

Send application materials to: Crystal Beggs HR Director, 330 3<sup>rd</sup> Street NE, Mayville, ND 58257 or email to [crystal.beggs@mayvillestate.edu](mailto:crystal.beggs@mayvillestate.edu)

For specific questions regarding this position, contact Steven Bensen at 701-788-4761 or email [steven.bensen@mayvillestate.edu](mailto:steven.bensen@mayvillestate.edu)

MaSU is an Equal Opportunity Employer and encourages applications from diverse candidates and candidates who support diversity. ND veteran's preference laws apply to this position. Veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a DD-214 and if claiming disabled status, a current letter of disability. The state of North Dakota has an open records law; therefore, your application could be subject to review upon request. A criminal history background check must be satisfied prior to employment.

ND Relay: <http://www.relaynorthdakota.com/>