

Fiscal Services Specialist I – Accounts Payable & HR System Entries, Legislative Coordinating Commission, MN Legislature

An excellent opportunity is available in the Minnesota legislature to serve as a Fiscal Services Specialist with the [Legislative Coordinating Commission \(LCC\) \(www.lcc.mn.gov\)](http://www.lcc.mn.gov), a nonpartisan office at the Minnesota Legislature.

The position description for this unclassified, non-partisan, full-time position is available at <https://www.lcc.leg.mn/jobs/> or call 651.296.0099 to request a copy. The recruitment range for the position is \$56,757 - \$68,000, with an excellent benefits package. Starting salary and level will be commensurate with experience.

The position will remain open until filled. To ensure consideration, please submit a cover letter and resume by August 26, 2024, via email "Fiscal Specialist Search" at lcc@lcc.mn.gov or mail to Legislative Coordinating Commission, 1st Floor North, Centennial Office Building, 658 Cedar St, St. Paul, MN 55155.

Minimum Qualifications

1. One year of accounting coursework plus one year of related work experience. One year of additional related work experience may be substituted for one year of coursework requirement.
2. Perform duties in an objective, confidential, non-partisan, and professional manner.
3. Strong communication, customer service, and organizational skills.
4. Strong analytical skills.
5. Experience in spreadsheet and word processing software.

Desired Qualifications

1. Technical degree or undergraduate degree in accounting.
2. Experience with Statewide systems such as Document Direct, SEMA4, SWIFT, AMA, Data Warehouse and EPM (report software).
3. Ability to generate query and custom reports in Statewide systems (financial and personnel).
4. Demonstrated proficient computer skills in Word, Excel, Outlook and Adobe.
5. Experience with legislative process.
6. Superior personnel relations skills.
7. Ability to adapt to change and manage disruptions.
8. Familiarity with generally accepted accounting principles and statements of governmental accounting standards issued by Governmental Accounting Standards Board. Experience with a financial audit process.

Why work for the LCC?

The work is interesting and challenging, providing opportunities to work on the development of a strategy to improve the accessibility efforts of the Minnesota Legislature. The LCC is a highly collaborative office that works on a variety of topics with opportunity to work directly with

legislators, staff across the legislature and the public. The work of this position will directly contribute to improving access to legislative information.

Comprehensive Benefit Package

Positions in the LCC receive a **comprehensive benefits package**. The State of Minnesota offers exceptional benefits including low cost medical and dental insurance, employer paid life insurance, other optional insurance, optional pre-tax spending accounts, pension plan and 457(b) plan with a match, vacation and sick leave and paid holidays each year.

The LCC recognizes there are key elements that make life and work meaningful: health and wellness, financial well-being, professional development, and work/life balance. These benefits, in addition to your salary, make up your total compensation.

Health and Wellness

The state encourages wellness and promotes preventive care, offering many benefits and resources to help employees and their families lead healthy, balanced lives. This includes:

- Low-cost medical, dental, and vision insurance packages, including prescription drug coverage, to fit your needs to ensure you are happy and healthy.
- Free, confidential help through the Employee Assistance Program (EAP).
- Wellness programs and resources to help you reach your wellness goals.

Financial Well-Being

The state offers pension and savings plans, time off, insurance options, and more to help employees meet their financial goals. This includes:

- A pension and deferred compensation plan (MNDCP) with an employer-paid match to help you plan for your future.
- Basic life insurance at no cost to you. Additionally, you have the option of choosing supplemental life insurance (including spouse and child life options), short- and long-term disability, and accident insurance.
- Pre-tax benefits, including dependent day care, medical/dental spending accounts (MDEA), and parking and public transit options.

Professional Development

Professional development that empowers employees to do the work they love and reach their career goals is encouraged. This includes:

- Training and development courses
- Leadership institutes and programs
- Coaching and mentoring

- Career planning

Work/Life Balance

Work/life balance is supported through:

- The potential for flexible work schedules during the interim when the legislature is not in session.
- Compensatory time options.
- On average 16.25 days of paid vacation each year based on a 5-hour accrual rate with opportunity for increased accruals as service time increases.
- 13 days of paid sick leave each year based on a 4-hour accrual rate.
- Optional vacation leave and sick leave bank credits offered to new employees.
- 11 paid holidays and 2 floating holidays each year.
- 240 hours of paid parental leave to help you bond in the important weeks after you bring your child home.

The LCC values the unique contributions that candidates with diverse experiences, knowledge, and backgrounds can bring to our work. The State of Minnesota is an equal opportunity employer. We are committed to embedding diversity, equity, inclusion, and accessibility at our workplace.

An Equal Opportunity/ADA employer