Account Technician  
Department of Civil, Construction and Environmental Engineering  
North Dakota State University

<table>
<thead>
<tr>
<th>Job ID</th>
<th>2937156</th>
<th>Full/Part Time</th>
<th>Full-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>North Dakota State University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>Civil, Construction and Environmental Engineering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>Fargo</td>
<td>Close Date</td>
<td>Open Until Filled</td>
</tr>
<tr>
<td>Posted</td>
<td>1/11/2022</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Position Information

**Position Description:**
The position will provide basic administrative support for the Department of Civil, Construction and Environmental Engineering. The primary responsibilities for this position include departmental purchase orders, reimbursements for accounts payable vouchers, travel vouchers, online data entry for invoices, other accounting services, GTA/GRA and adjunct faculty contracts and tuition waiver, time entry for hourly employees, and other duties as assigned.

**Work Schedule:** M-F, 8-5

**Annual Salary:** $40,000+/year

**Minimum Qualifications:**
1. Two-year college degree or equivalence in the field of business, finance, accounting, or related fields.
2. Excellent interpersonal, oral, and written communication skills.

**Preferred Qualifications:**
1. Two-year experience in the related work.
2. Demonstrated financial skills, including account management.
3. Demonstrated knowledge of Microsoft Office (e.g., Word, Excel, and Powerpoint).
4. Bachelor’s degree or equivalence in the field of business, finance, accounting, or related fields.
5. Experience with NDSU policies and procedures.
6. Experience with NDUS management systems (e.g., PeopleSoft).
7. University working experience.

**Application Materials Required:**
1. Cover Letter
2. Resume

**Benefits:**
NDSU offers a comprehensive benefits package with includes single or family health insurance coverage with premiums paid for by the university – with an effective date for new employees the first of the month following date of hire. Other benefits include, wellness benefits, basic life insurance, retirement plan, tuition waiver, annual leave, EAP, sick leave and holiday pay. Optional benefits include supplemental life, dental, vision, long-term care insurance, flexible spending account, and supplemental retirement plans.
About Us

About the Department:
The Department of CCEE is internationally renowned for teaching and research excellence. The Department offers bachelor’s and master’s degrees in civil engineering, environmental engineering, construction engineering, and construction management, and a doctorate degree in civil engineering. The Department has approximately 600 undergraduate students and 100 graduate students. More information about the CCEE Department can be found at www.ndsu.edu/ccee.

About NDSU:
North Dakota State University is distinctive as a student focused, land-grant, research university. Our main campus is located in Fargo, ND with Extension Service and Research Experiment Station locations across the entire state. NDSU has been listed in the Top 100 public research universities in the United States for research and development in agricultural sciences, psychology and social sciences, based on reported research expenditures. NDSU is an exciting place to work offering a stimulating and diverse environment richly populated with people pursuing life-long learning and personal growth. Employees often attend on-campus cultural events, lectures, athletic events and enjoy walks through our beautiful campus. NDSU employs over 6000 full-time and part-time employees across the state, making it the second largest employer in the community. NDSU is the best college in ND, according to Money Magazine (September 2018). NDSU was named a 2019 Best Value College by Forbes. Fargo made Livability.com’s top 10 list of cities to find a job and ranked at #11 for best places to live overall. NDSU offers a wide array of professional opportunities including faculty, executive, managerial, professional, technical, paraprofessional, office support, servers and crafts/trades. Like a small city, NDSU operates 24 hours a day, seven days a week. Full time employees are offered a superb benefit package to include 100% company paid health insurance premiums and tuition assistance for employees and immediate family members. All of us at NDSU play an important role in serving our students and public constituencies. We encourage motivated and talented team members that thrive in a higher-ed environment to join our university!

Mission:
We provide transformational education, create knowledge through innovative research, and share knowledge through community engagement that meets the needs of North Dakota and the world.

Additional Information

No Smoking Notice:
As an employer, the State of North Dakota prohibits smoking in all places of state employment in accordance with N.D.C.C. § 23-12-10.

EO/AA Statement:
North Dakota State University is an Equal Opportunity employer and all qualified applicants will receive consideration for employment without regard to age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable.

Veteran’s Preference Notice:
This position is subject to North Dakota Veteran’s Preference requirements.