CORE Technology Services

Position Title: Assistant Director, Financial Systems

Position #: 00100352

# of Positions: 1

Salary: $85,000+ minimum annual salary plus a competitive benefit package including a generous retirement plan and employer paid family health insurance. Full-time/exempt, (from overtime), benefited position in the 1000 broadband.

Location: Fargo, ND

Closing Date: Screening to begin on August 24, 2015. Applications received by this date will receive first consideration. Open until filled.

Description: The Assistant Director of Financial Systems provides customer support for ConnectND (CND) responsibilities of developing, implementing, maintaining and improving NDUS enterprise resource planning and/or ancillary information systems. The purpose of this position is to solve problems with ERP solutions; coordinate with technical staff in developing those solutions; maintain software by testing upgrades, patches and fixes, and supervise financial business analysts.

Minimum Qualifications:

- Bachelor's Degree in Business Administration, Management, Accounting, Finance, Computer Science/MIS/IS or related field.
- Minimum 5 years of experience in accounting, management, systems development, project management or closely related.
- Minimum 2 years demonstrated ability to supervise others.
- ERP level Financials software experience as a "super-user."
- Proficiency with Microsoft Office productivity suite.
- Demonstrated commitment to customer service.
- Excellent communication skills, both verbal and written.
- Demonstrated ability to adapt to and lead change.

Preferred Qualifications:

- CPA/CISA/CMA certification.
- Work experience in higher education environment.
- Experience with PeopleSoft Financials software.
To Apply: Applicants should submit 1) a cover letter specifically addressing the advertised qualifications 2) a current resume 3) Transcripts and 4) the names and contact information (including telephone numbers and e-mail address) of three professional references, either electronically (preferred) to jane.grinde@ndus.edu or by mail to

NDUS/Core Technology Services
Attention: Jane Grinde
4349 James Ray Drive, Box 13597
Grand Forks, ND 58208-3597

by the close of business on the date as listed above. Applicants who are residents of ND and eligible to claim veteran’s preference must include Form DD214 with the application for employment; claims for disabled veteran’s preference must include Form DD214 and a letter less than one year old from the Department of Veterans’ Affairs indicating disability; claims for preference as the eligible spouse of a disabled or deceased veteran must include Form DD214, a marriage certificate and a letter less than one year old from the Department of Veterans’ Affairs indicating disability, or the veteran’s death certificate. Due to access to restricted information, the successful candidate will be required to complete a satisfactory criminal background check. Applicants must be eligible to work in the U.S. and I-9 employment certification is required at hire.

Persons who may need additional job information or may require accommodation or assistance with the application or interview process should contact Jane Grinde at (701) 777-1918, or e-mail jane.grinde@ndus.edu. TTY Number 1-800-366-6888.