Position Title: Administrative and Internal Auditing Assistant
Position#: 00100833
Full-time, benefited, non-exempt (from FLSA overtime) position in the 4000 broadband
Salary: $33,400 - $39,000 annual salary range+ full benefits package
Location: Grand Forks, ND
Closing Date: Applications will be accepted through May 2, 2014
Screening to begin on May 5, 2014
Open until filled

Job Description:
The Administrative and Internal Auditing Assistant will perform activities associated with conducting basic to moderately complex audits to determine that the receipt, control, and expenditure of funds are accurate and according to applicable laws and regulations. In addition, perform administrative assistant and office support duties for the internal audit department. This position reports to the Director of Internal Auditing and is located in Grand Forks, ND.

Minimum Qualifications:
- Associates Degree in Accounting, Business Administration, Finance or related area.
- Familiarity with accounting and auditing principles, procedures, and systems.
- Ability to work independently and manage tasks with minimal supervision.
- Ability to competently perform an audit utilizing technical knowledge, sound judgment, and professional ethics.
- Demonstrated strong oral and written communication skills.
- Demonstrated proficiency and use of Microsoft Office Suite.
- Must possess a valid driver’s license.
- Ability to travel in-state up to 25% of time.

Preferred Qualifications:
- One year of auditing or accounting experience.
- Previous experience auditing internal controls.
- Previous experience working in a higher education setting.
To Apply: Applicants should send a cover letter specifically addressing the above qualifications, a current resume, and the names and contact information (including telephone numbers and e-mail address) for three professional references, either electronically (preferred) to jane.grinde@ndus.edu or by mail to:

NDUS
Attention: Jane Grinde
4349 James Ray Drive
Grand Forks, ND 58202

by the closing date stated above. Applicants who are residents of North Dakota 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.

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.

THE NORTH DAKOTA UNIVERSITY SYSTEM was organized in 1990. It is made up of 11 public colleges and universities governed by the State Board of Higher Education. The NDUS is composed of two doctoral-granting institutions (NDSU and UND), two master’s granting institutions (MISU and VCSU), two universities that offer baccalaureate degrees (DSU and MASU), and five campuses that offer associate and trade/technical degrees (BSC, LRSC, MISUB, NDSCS and WSC).

As employers, the State of North Dakota and political subdivisions prohibit smoking in all places of state and political subdivision employment in accordance with N.D.C.C. § 23-12-10.

Equal Opportunity Employer: The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.