SDSM&T HR Post

Job Title: Financial Analyst / Accountant

The SDSM&T Foundation is looking for a full-time Financial Analyst / Accountant.

Job Description:
This position is a full-time position and provides support for financial operations specifically as they relate to fund-raising activities including major gifts, planned gifts, trusts, and investments. Reporting to the Director of Financial Services, this position provides support for financial operations specifically as they relate to fund-raising activities. This position performs a combination of professional and high-level support duties requiring independent judgment, research and analysis, and problem solving to administer assigned programs and to support office functions. Initially, the position will have primary responsibility for accounts payable and purchase orders and will also track investments in the endowment portfolio. The position will also perform fund accounting and financial analysis related to major gifts, planned gifts, trusts, and investments.

Qualifications:
Bachelor’s degree in accounting, finance or business, with 5 years relevant experience desired. Candidate should have an understanding of fund accounting; excellent organizational skills with attention to detail; knowledge of IRS regulations and tax laws; knowledge of property management practices; and be a creative and energetic individual who is a self-starter with ability to work independently but also as a team player.

Salary will be commensurate with qualifications and related experience. Excellent benefits package. This position is a position of the SDSM&T Foundation and not the State of South Dakota.

Send or email a letter of application, a current resume, and the names, addresses, and phone numbers of three current references to: Lana Thom, Director of Financial Services, SDSM&T Foundation, 306 East Saint Joseph Street, Ste 200, Rapid City, SD 57701-4016
Lana.thom@sdsmt.edu