

Operations Specialist June 2022

The NDSU Research & Technology Park, Inc., Fargo, North Dakota invites inquiries and applications for the position of **Operations Specialist** to be located at the NDSU Research and Technology Park, Inc. in the incubator building.

North Dakota State University is the state's Morrill Act land-grant institution. Located on the state's eastern border in Fargo, North Dakota's largest city, the university strives to be a leader in information systems, technology transfer, economic development, and lifelong learning and encompasses a broad spectrum of curricular offering, scholarly activity, and service.

Established in 1999, the NDSU Research & Technology Park, Inc. is a public/private partnership located on a 55-acre site with seven facilities totaling 370,000 sq ft with a capital investment of approximately \$70 million.

SUMMARY

The Operations Specialist supports the administrative needs of the NDSU Research & Technology Park (RTP) with executive administrative responsibilities as well as managing the daily accounting operations. Accounting functions may include but are not limited to payroll, accounts receivable, accounts payable, cash management, preparation for annual audits and producing monthly financial statements. Administrative responsibilities include but not limited to general HR support and the day-to-day activities of the incubator building.

RESPONSIBILITIES

Administrative and Planning

- Demonstrates knowledge and appreciation of RTP strategies and mission.
- Assists with maintaining Executive Director schedule and appointments.
- Performs clerical duties as needed.
- Performs all other duties directed by Executive Director.

Accounting and Financial

- Manages all accounting operations for the RTP and its affiliates using Quickbooks with assistance from external CPA.
- Performs all accounts receivable/accounts payable activities.
- Prepares profit and loss statements, income statements, balance sheet and other financial documents with assistance from external CPA as needed.
- Performs account balance and coordination of reconciliation of all checking accounts with assistance from external CPA.
- Performs payroll functions for RTP staff including preparation of payroll, submission to payroll company and appropriate journal entries.
- Assists with annual budgeting process for the RTP with assistance from external CPA.

- Maintains an inventory of RTP assets.
- Works with external audit firm on annual audit, Form 990 preparation and coordination of tax returns for pension plan with assistance of external CPA.

Board Member Relations

- Plans and organizes RTP board members and other committee meetings.
- Maintains board and committee meeting records and minutes.
- Distributes information and notices to board members

Client Relations and Marketing Development

- Assists with the coordination and details in reference to prospective client visits to the RTP including research on clients and their companies.
- Participates in planning, developing, coordinating, and assisting with RTP marketing plan.
- Assists with report preparation and other publications for the RTP.
- Organizes promotional materials, office supplies and inventory records.

MINIMUM QUALIFICATIONS

- Experience in a professional office setting
- Proven ability to work independently
- Ability to be flexible and multi-task
- Strong customer service and interpersonal skills
- Ability to maintain effective working relationships with staff and clients
- Strong clerical skills
- Proficiency in Microsoft Office programs

PREFERRED QUALIFICATIONS

- Bookkeeping experience preferably with Quickbooks
- Experience with client and board of director relations
- Associates degree in a related field
- Appreciation of higher education and training

SALARY AND BENEFITS PACKAGE

Competitive benefit package with salary commensurate with experience.

Full-time benefits include PTO, retirement benefits, and health/dental/life insurance.

APPLICATION PROCEDURE

Screening of applications will begin June 27 and will continue until position is filled. Please send letter of application and resume to:

Jan Sobolik
Associate Director
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