



DEPARTMENT OF TRANSPORTATION

Agency Indirect Cost Recovery Program Coordinator | Up to \$114,004/annually

Are you looking for an exciting opportunity to get your foot in the door with State of Minnesota? If so, come join our team at MnDOT in **St. Paul, MN!**

This position will have the flexibility to telecommute, work a hybrid schedule, or work in the office. The incumbent will be required to complete a telework agreement. The incumbent may be expected to work in the office on occasion.

Our **Agency Indirect Cost Recovery Program Coordinator** position will manage the agency's efforts for subrecipient/grantee indirect cost recovery through grants by working within the MN Department of Transportation (MnDOT), as well as with other State of Minnesota Departments, Federal agencies, grantees/subrecipients, MnDOT's stakeholders and other States. The responsibilities for this position include:

- Coordinating the administration of the agency indirect cost recovery program by establishing goals and objectives, policy management, developing training, tools, and resources, directing all activities of and monitoring compliance with 2 CFR 200
- Developing strategies for the agency to use when reviewing, evaluating, approving, and applying subrecipient rate methodology to subawards
- Advising on risks and opportunities involving subrecipient indirect cost recovery enterprise wide
- Overseeing specialized programs so that a toolkit and training program is available on indirect cost recovery for both internal grant program staff and subrecipients/grantees

WHY WORK FOR US? Click here to check us out: <https://mn.gov/mmb/careers/why-work-for-us/>

WHAT'S IN IT FOR YOU? We offer excellent employee benefits. Here are some of our amazing benefits:
Health & Wellness: Medical, dental, prescription drug, & vision coverage with affordable dependent coverage; Health & dependent care spending accounts; Employee Assistance Program (EAP), health & well-being resources

Financial Well-Being: Public pension plans, deferred compensation plan & health care savings plan; Life, short & long-term disability, AD&D insurance & paid parental leave

Professional Development: Tuition assistance, employee education, leadership development

Work/Life Balance: Vacation & sick days including 11 paid holidays + 1 floating holiday, leave of absence

At-Work Benefits: Employee Resource Groups, employee recognition, employee activities, fitness center at Central Office

Here are the minimum qualifications:

Three (3) years of advanced professional financial or program analysis experience that demonstrates:

- Experience in state and federally funded grants management
- Experience in developing federal financial assistance/grants management training materials
- Experience communicating and presenting complex concepts to senior management and other stakeholders
- Experience in applying Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP)

A Bachelor's/Master's degree in accounting, business administration, finance or a closely related field may substitute for six (6) months of advanced professional experience.

APPLY ONLINE BY 7/30/2024 (only applications received on mn.gov/careers will be considered)

1. Go to www.mn.gov/careers & click “**Search Open Positions**”
2. Enter the Job Opening ID “**78136**” in the Keywords search box & click “>>”
3. Click on the Job Title to view the job posting & click “**Apply for Job**”
4. When prompted for your **Referral Source**, please list: **Ellen**

Check out all our exciting MnDOT job opportunities by visiting & applying directly at:
www.dot.state.mn.us/careers/

Contact **Ellen Behrhorst (MnDOT Recruitment Specialist)** for additional information:
Ellen.Behrhorst@state.mn.us | 612.346.8330