



# DEPARTMENT OF TRANSPORTATION

## Finance Portfolio Manager | Salary Range: \$32.40 - \$47.76 / hourly; \$67,651 - \$99,722 / annually

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

**WHY WORK FOR US? Check us out:** <https://mn.gov/mmb/careers/why-work-for-us/>

*This position is located at Central Office in St. Paul and may have the flexibility to telework, work a hybrid schedule, or work in the office. The incumbent will be required to make a telework arrangement with their supervisor. The incumbent will be expected to work in the office as determined by policy and discussion with their supervisor.*

The **Finance Portfolio Manager** position supports business teams, financial applications and technical projects within the Office of Financial Management. This includes one or more portfolios such as accounts receivable, budget, capital programs, state aid, payroll and reporting. The individual in this position will also:

- Provides project management for the portfolio and other projects.
- Analyzes and develops business processes.
- Generates or maintains user and system documentation for financial processes across the department.
- Gathers requirements to analyze, define and document business processes, software requirements, data management, and development of specifications.

**WHAT'S IN IT FOR YOU? Learn more about our benefits:** <https://mn.gov/mmb/careers/why-work-for-us/benefits/>

- **Health & Wellness:** Low-cost medical, dental, vision, & prescription drug plans; health, dental, & 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 insurance, short & long-term disability insurance, & paid parental leave
- **Professional Development:** Tuition assistance, employee education, leadership development
- **Work/Life Balance:** Paid vacation & sick leave including 12 paid holidays each year
- **At-Work Benefits:** Employee Resource Groups, employee recognition, employee activities, fitness center at our Central Office

### Here are the Minimum Qualifications:

Two years of advanced professional business systems analysis experience that demonstrates:

- Project management experience managing large systems or system implementation projects.
- Business analysis experience to include requirement elicitation, project documentation management, requirement validation, and/or user acceptance testing.

A Master's or Bachelor's degree in accounting, business, finance, or project management may substitute for six months of advanced professional business systems analysis experience.

**APPLY ONLINE BY 02/18/2026 (only applications received on [mn.gov/careers](http://mn.gov/careers) will be considered)**

1. Go to [www.mn.gov/careers](http://www.mn.gov/careers) & click “**Search Open Positions**”
2. Enter the Job Opening ID “**91841**” 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**

Visit <https://www.dot.state.mn.us/careers/> for a listing of all our MnDOT job openings.

**Questions? Contact Ellen Behrhorst (MnDOT Recruitment Specialist) - [Ellen.Behrhorst@state.mn.us](mailto:Ellen.Behrhorst@state.mn.us) | 612.346.8330**