

April C. Helgaas

Objective

Organized and driven accounting professional with more than twenty years of experience in the education and agriculture industries. Seeking opportunities to showcase my skillset and serve my community while attaining professional growth.

Experience

January 2024 to Present College of Agriculture North Dakota State University Fargo, ND

Grant Coordinator

- Review funding opportunities and connect with resources to assist with grant writing, review requests for proposals (RFPs) for application requirements and field questions on NDSU processes.
- Prepare cover sheets and required forms with institutional information, facilitate collection of ancillary forms, assist with budget and budget narrative completion, upload files into sponsor designated workspaces (ex. Grants.gov, Grant Solutions, Research.gov, etc.), review entire application package ensuring all criteria are met.
- Inform proper NDSU entities of award notifications for set up and monitor progress of award set-up, request advanced spending when needed, assist with creating budget splits for collaborative projects across multiple departments.
- Submit requests for no-cost extensions, budget revisions, key personnel changes, or changes in scope.
- Run trial balance reports needed for SBARE and other grant reporting.

August 2023 to January 2024 Accounting Service Center North Dakota State University Fargo, ND

Accounting Specialist

- Provide accounting support to Portfolio 3 which includes the Colleges of Business, Health & Human Sciences, and Engineering
- Process travel and reimbursement requests
- Manage procurement of purchases. Serve as PCard Administrator. Compile monthly PCard statements and reports for PCard holders in portfolio departments
- Process invoices, complete wire transfers, and process Contracted Services Agreements

October 2019 to June 2023 ADHM North Dakota State University Fargo, ND

Office Manager

- Provide administrative support to the department head, the ID, HEM, and ARMD program coordinators and faculty members for their course work and research/creative activities.
- Balance and track all departmental funds, hourly employee hours, and faculty travel funds
- Maintain and update the department website, listserv and social media
- Procurement and inventory of office, classroom, research, and equipment supplies
- Record and Retention coordinator for the department
- Proof examinations, letters of recommendation, manuscripts, and publications
- Assist with faculty/staff searches and make faculty/staff travel arrangements
- Schedule and organize department events

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February 2016 to October 2019

HNES North Dakota State University Fargo, ND

Academic Assistant

- Assist students, faculty and other staff in the Dietetics, Sports Management, and Health Education/Physical Education (HEPE) programs in operational needs
- Maintain and update department website and social media
- Coordinate all reservations, funding and deposits for the Dietetics 800 Cafe
- Edit lab manuals for Dietetics program lab classes
- Coordinate department meetings/events, and events for Dietetics, Sport Management and HEPE
- Create Qualtrics surveys, compile results and present findings
- Proofread manuscripts, fact sheets, and materials for NDSU Extension Food Nutrition
- Ordering/purchasing, inventory and Bookstore liaison

July 2006 to March 2014

Office of Admission North Dakota State University Fargo, ND

Information Specialist

- Manage prospective student database (CRM) Hobsons Connect
- Hire, train, supervise, and manage payroll for Data Entry Workers
- Coordinate all marketing mailings and e-mail campaigns to prospective students
- Conduct training on PeopleSoft and Hobsons CRM product including training sessions, writing training materials and presentations
- Analyze data integrity, efficiency and effectiveness of recruitment methods pertaining to Hobsons CRM
- Perform word processing, desk top publishing, editing, coordinating, ordering, accounting and inventory of college recruitment materials

Education

Completed
Spring 2007

Jamestown
College

Jamestown, ND

- **Bachelor of Arts in English**
- **Education Minor**

Technical Skills

Microsoft Office (Word, Excel, PowerPoint, Outlook, Teams)

Zoom

PeopleSoft/CampusConnection/Novelution/CMS TYPO3

Adobe Pro

Offices and Achievements

Staff Senator, NDSU Staff Senate, 2017 to present

Member at Large, NDSU Staff Senate Executive Board, 2019 to 2024

Treasurer, NDSU Staff Senate Executive Board, 2024 to present

State Staff Senator, NDUS State Staff Senate, 2018 to May 2023

President, NDUS State Staff Senate, 2021-2022

Secretary, Red River Infinity Volleyball Board, 2021-2022