STATE OF MISSISSIPPI
invites applications for the position of:

Accountant/Auditor III

**SALARY:** $35,000.78 Annually

**OPENING DATE:** 08/18/21

**CLOSING DATE:** 08/20/21 11:59 PM

**JOB TYPE:** Full-Time

**LOCATION:** 61 - RANKIN COUNTY

**SHIFT SCHEDULE:** Day Shift Only

**TRAVEL SCHEDULE:** Some Day Only

**TIME LIMITED POSITION:** Yes

**AGENCY INFORMATION:** This is a time limited position. Mississippi Emergency Management Agency (MEMA) is recruiting an Accountant/ Auditor III within the Office of Human Resources, Payroll & Travel Branch. The responsibilities and duties of this position include, but are not limited to, experience working in the Statewide Payroll and Human Resource System (SPAHTS) and Mississippi Accountability System for Government Information and Collaboration (MAGIC) to process travel and travel related invoices. To inquire about this position, please contact Ariel Warren at awarren@mea.ms.gov.

**CHARACTERISTICS OF WORK:**

This is professional accounting work of a supervisory nature characterized by independent responsibilities for developing and modifying or assisting in developing and modifying departmentalized accounting systems. Work involves the application of professional accounting principles and techniques in the analysis of an institution’s, department’s, or agency’s accounting functions to determine the legality and propriety of its fiscal activities and the effectiveness of its accounting system. Work is performed under general supervision but in accordance with fiscal policies and regulations of the institution, department, or agency where employed. Supervision is usually received from an administrative officer in a higher classification. The primary difference from an Accountant/Auditor II is the increased magnitude of the operation, together with the complexity and increased budget, size of the agency, and increased relationships. Incumbents in this classification may function as the administrative head of a moderate-sized accounting division or as the assistant to the administrative head of the fiscal division of a large state agency, department, or institution.

**EXAMPLES OF WORK:**

Examples of work performed in this classification include, but are not limited to, the following:

Assumes responsibility for fiscal decisions, at varying degrees of finality, which reflect all major portions of the fiscal activity of a large agency or department.
Institutes major fiscal policies of a high, complex and important nature, and a great variety of distinctly different accounting areas.

Establishes and maintains important public contacts which involve the making of decisions that effectively commit the agency to important fiscal actions.

Supervises through subordinates and/or performs such accounting work as developing and modifying complex accounting systems, maintaining a variety of ledgers, maintaining controls and balances, and preparing fiscal statements and analyses.

Supervises various other accounting and clerical accounting functions related to these activities.

Performs related or similar duties as required or assigned.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the Mississippi State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

**Education:**

A Master's Degree from an accredited four-year college or university,

AND

**Experience:**

One (1) year of related experience;

OR

**Education:**

A Bachelor's Degree from an accredited four-year college or university,

AND

**Experience:**

Two (2) years of related experience,

OR

**Education:**

An Associate's Degree from an accredited four-year college or university,

AND
Experience:
Four (4) years of related experience,
OR

Education:
Graduation from a standard four-year high school degree or equivalent (GED or High School Equivalency Diploma),
AND

Experience:
Six (6) years of related experience,

Substitution Statement:
Graduation from a standard four-year high school degree or equivalent (GED or High School Equivalency Diploma), related education or related experience may be substituted on an equal basis.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Supervises staff performing accounting/auditing functions and/or performs supporting activities.

2. Manages accounting and budget data on general and special funds.

3. Prepares and submits financial reports and other fiscal documents.
Accountant/Auditor III Supplemental Questionnaire

* 1. What is the highest level of education (or semester hours of college) you have completed?
   - None
   - GED or High School Equivalency Diploma / High School Diploma
   - 30 semester hours
   - Associate's Degree / 60 semester hours
   - 90 semester hours
   - Bachelor's Degree
   - Master's Degree
   - Specialist Degree
   - Doctorate Degree

* 2. How many years of related experience do you have? (refer to the job posting for an explanation of related experience)
   - No experience
   - 1 year of experience
   - 2 years of experience
   - 3 years of experience
   - 4 years of experience
   - 5 years of experience
   - 6 years of experience
   - 7 years of experience
   - 8 years of experience
   - 9 years of experience
   - 10 years of experience
   - More than 10 years

* Required Question