

**Mississippi Department of Mental Health
Bureau of Human Resources
239 North Lamar Street
1101 Robert E. Lee Building
Jackson, MS 39201**

**www.dmh.ms.gov
(601) 359-1288**

**Accounting/Auditing Office Director
Bureau of Administration**

This position is available in the MS Department of Mental Health's Bureau of Administration. This position will report directly to the Director of the Bureau of Administration. Responsibilities include, but not limited to: Directs operations of the Division of Accounting; Evaluates financial reporting systems, accounting and/or collection procedures, and/or investment activities, and makes recommendations for changes to procedures, operating systems, budgets, or other financial control functions; Monitors changes in federal and state regulations; Maintains contact with multiple internal and external entities on complex or new issues that cannot be resolved by subordinate staff; Attends professional meetings, reviews professional publications, and contacts experts for the purpose of maintaining current knowledge in the fields of accounting and auditing; Prepares and delivers oral and written communications to state officials on the activities of the agency; Receives feedback from subordinate Bureau and Division Directors on the results of post-audits of staff work to ensure compliance with relevant state and federal laws, rules, regulations, and procedures; Receives feedback from subordinate Bureau and Division Directors on the results of audits of the division's information for accuracy, legality, and support; Rectifies various problems that cannot be resolved by subordinate staff; Develops strategies for achieving departmental goals during end-of-year closing based on deadlines and best practices; Coordinates and assists with the formulation and presentation of budgets for requesting funds to implement program objectives of the agency; Coordinates and assists with the policy ramifications of budget proposals, and coordinates the preparation of an overall state budget enumerating the expenses and income of the state for each fiscal year; Directs the preparation and publication of the annual Executive Budget and Combined Funds Recommendations; Directs the implementation of the enacted annual state budget and budget revisions, escalations, and transfers throughout the fiscal year; Coordinates and assists in directing the research and analytical activities of the state budget office within the Department of Finance and Administration; Provides training to subordinates and various agency staff on accounting issues.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university with a minimum of 24 semester hours of accounting selected from the courses below:

Principles of Accounting I	Intermediate Accounting I	Advanced Auditing
Principles of Accounting II	Intermediate Accounting II	Managerial Accounting
Auditing	Advanced Accounting	Cost Accounting
Governmental Accounting	Federal Income Tax	
Advanced Federal Income Tax	Accounting Systems	

AND

Experience:

Six (6) years of experience in accounting or auditing, two (2) years of which must have included line, functional, or project supervision;

OR

Education:

A Bachelor's Degree from an accredited four-year college or university with a minimum of 24 semester hours of accounting selected from the courses below:

Principles of Accounting I	Intermediate Accounting I	Advanced Auditing
Principles of Accounting II	Intermediate Accounting II	Managerial Accounting
Auditing	Advanced Accounting	Cost Accounting
Governmental Accounting	Federal Income Tax	
Advanced Federal Income Tax	Accounting Systems	

AND

Experience:

Seven (7) years of experience in accounting or auditing, two (2) years of which must have included, line, functional, or project supervision.

Required Documentation: Candidate must provide a transcript to document appropriate course requirements and license as a Certified Public Accountant (CPA) by the Board of Accounting.

Salary: \$67,355.02

Deadline to apply: February 8, 2019

Note: All interested applicants must complete the application process through the Mississippi State Personnel Board at www.mspb.ms.gov. Instructions are detailed in the Job Seekers tab. This employment opportunity will appear in the Job Openings section on the site. Please submit a resume with your application.