

**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](http://www.dmh.ms.gov)  
(601) 359-1288**

**MH – Program Administrator IV  
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.

**Preference will be given to those with:**

- ❖ Experience in state purchasing of commodities and equipment
- ❖ Experience with property inventory and property audits
- ❖ Experience in the use of the Mississippi Accountability System for Government Information and Collaboration (MAGIC)
- ❖ Experience in basic principles of accounting and governmental accounting practices
- ❖ Experience coordinating the administration and systems for federal grants and sub-recipient grants

- ❖ Experience in payroll and human resources activities within a state government agency
- ❖ Experience in agency budget requests submitted to the legislature and internal budgeting within programs/functional areas.

## **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

### **Education:**

A Master's Degree from an accredited four-year college or university; **AND**

### **Experience:**

Eight (8) years of special experience defined below, two (2) years of which must have been in line or functional administrative supervision or oversight of statewide programs.

OR

### **Education/Licensure:**

A Bachelor's Degree from an accredited four-year college or university; **AND**

### **Experience:**

Nine (9) years of special experience defined below, two (2) years of which must have been in line or functional administrative supervision or oversight of statewide programs.

### **Special Experience:**

Employment must have been in an administrative/professional capacity in an area of work related to the functional responsibility of the bureau in which the position exists. In those bureaus where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the bureau, the incumbent may also be required to be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

**Salary:** \$55,208.96

**Deadline to apply:** November 27, 2019

Note: All interested applicants must submit a resume as well as print and complete a copy of the MS State Employment Application to Toni Johnson at 239 North Lamar St., Jackson, MS 39201 or [Toni.Johnson@dmh.ms.gov](mailto:Toni.Johnson@dmh.ms.gov). For additional information feel free to contact Toni Johnson at 601-359-6244.