

**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**

**Accountant/Auditor III, Professional
Bureau of Administration**

This position is available in the MS Department of Mental Health's Bureau of Administration, Division of Accounting. This position will report directly to the Fiscal Director. Responsibilities include, but are not limited to: processing contract employee payroll, processing employee travel requests and payments, managing cash receipts, completing grant reporting, coordinating with various program areas to ensure the agency grant process is adhered to; preparing and submitting grant financial reports as required by the grantor agency; drawing down funds from the grantor agency; maintaining the coding structure of the agency; performing other relevant duties as assigned.

Preference will be given to those with:

- ❖ Experience in the use of the State Payroll and Human Resources System (SPAHRs)
- ❖ 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 processing travel requests and payments within a state government agency

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

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

Experience:

One (1) year of successful performance as an Accountant/Auditor II, Professional

OR

Education/Licensure:

A Bachelor's Degree from an accredited four-year college or university with a minimum of 24 hours of accounting; **AND**

Experience:

Three (3) years of experience in work related to the described duties.

Required Document:

Applicant must attach a valid copy of their transcript to verify required course work.

Special Experience:

Licensed as a Certified Public Accountant (CPA) by the MS State Board of Public Accountants may be substituted for two (2) years of the required general or managerial experience. Certification by the Institute of Internal Auditors as a Certified Internal Auditor may be substituted for one (1) year of the required general or managerial experience.

Salary: \$45,324.12

Deadline to apply: April 30, 2020

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. For additional information feel free to contact Toni Johnson at 601-359-6244.