

**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**

**MH-Program Administrator, III
Division of Audits and Grants**

This position is available in the MS Department of Mental Health's Bureau of Administration. The incumbent will report directly to the Director of the Division of Audits and Grants. This position is responsible for conducting on-site audits and related financial reviews of DMH grant sub-recipients. Audits and reviews include establishing and performing substantive and analytical procedures in accordance with generally accepted auditing standards to ensure reimbursement from DMH to its sub-recipients is in accordance with applicable state and federal guidelines governing such funds. The work involves evaluating the effectiveness of internal control systems within the agency as well as on a DMH grant sub-recipient level by conducting independent protective and constructive audits and reviewing the effectiveness of controls, financial records, and operations. This position also reviews cash request submitted by DMH sub-recipients to ensure grant funds are not exceeded. The work product of this position is reviewed through reports to and conferences with the Director of the Division of Audits and Grants and the Chief Financial Officer. The incumbent is responsible for assuming the responsibilities of the Division Director in his/her absence.

Preference will be given to those with:

- ❖ Experience as an internal auditor, independent post-auditor, or as an electronic data processing auditor
- ❖ Experience with audits of grants
- ❖ Experience reviewing and evaluating internal controls to ensure accountability
- ❖ Experience analyzing obtained data
- ❖ Experience preparing audit findings for reporting
- ❖ Supervisory experience

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education/Licensure:

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

Experience:

Seven (7) 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:

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.

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: \$50,431.39

Deadline to apply: February 26, 2021

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.