



RECRUITMENT NOTICE

STATE OF MISSISSIPPI

MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

1141 Bayview Avenue

Biloxi, MS 39530

(228) 374-5000

June 15, 2017

The Mississippi Department of Marine Resources is recruiting for the job title described below. **ALL** applications for this position must be filled out online at the Mississippi State Personnel Board's Career Center located at www.mspsb.ms.gov under the Job Seekers tab. Please enter the job title as it appears below in the State Job Title section. Resumes are not a substitution for completing a job application. The Mississippi Department of Marine Resources does not have the authority to fill this position above the below listed annual starting salary.

STATE JOB TITLE: Accountant/Auditor II, Professional

WORKING JOB TITLE: Professional Accountant II

ANNUAL STARTING SALARY: \$39,939.00

OFFICE: Finance and Accounting

LOCATION: Biloxi, Mississippi

RECRUITMENT DATES: June 15, 2017 – June 26, 2017

ESSENTIAL FUNCTIONS:

This is professional accounting and auditing work in the Office of Finance and Accounting at the Mississippi Department of Marine Resources (MDMR). Accounting functions which may be performed by an incumbent in this position include: the application of professional accounting principles and techniques in the analysis of the agency's accounting functions to determine the legality and propriety of its fiscal activities and the effectiveness of its accounting system; the preparation and process of payment documents to DFA for payment of direct bills, utilities, and purchase orders; the processing of accounts payable invoices; the maintenance of vendor files; the maintenance of various accounting ledgers reflecting a variety of funds; the maintenance of controls and balances on a variety of accounting activities; and the preparation of fiscal statements and reports from various sources. Additional functions which may be performed by an incumbent in this position include: analyses of accounts, transactions, contracts, testing of transactions for compliance with established laws, rules, and regulations, as well as aiding in the operation of MDMR's

licensing office duties as needed. The incumbent must be well versed in Microsoft Office Excel with the ability to create, organize, and manage numerous spreadsheets daily. SAP or MAGIC experience is a plus. This position is performed under general supervision but in accordance with fiscal policies and regulations of the agency. Supervision is usually received from an administrative officer in a higher classification.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university in accounting or business administration; with a minimum of 24 semester hours of accounting.

AND

Experience:

Three (3) years of experience in accounting or auditing;

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in accounting or business administration; with a minimum of 24 semester hours of accounting

AND

Experience:

Four (4) years of experience in accounting or auditing.

Substitution Statement:

Graduation from a standard four-year high school degree or equivalent (GED or High School Equivalency Diploma), directly related education or directly related experience may be substituted on an equal basis. Licensed as a Certified Public Accountant by the MS State Board of Public Accountants may be substituted for two (2) years of the required general or managerial experience (will be asked to provide documentation). 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 (will be asked to provide documentation).

Required Document:

Applicant must attach a copy of his/her transcript to verify course work.

The Mississippi Department of Marine Resources is an equal opportunity employer and will fill positions without regard to race, religion, national origin, color, sex, age, marital status, political affiliation, or disability.