



## RECRUITMENT NOTICE

STATE OF MISSISSIPPI

### MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

1141 Bayview Avenue

Biloxi, MS 39530

(228) 374-5000

**August 10, 2018**

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.mspb.ms.gov](http://www.mspb.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 I, Professional

**ANNUAL STARTING SALARY:** \$36,300.01

**OFFICE/BUREAU:** Finance and Accounting/Procurement

**LOCATION:** Harrison County/Biloxi, Mississippi

**RECRUITMENT DATES:** August 10 – August 24, 2018

**ESSENTIAL FUNCTIONS:** This is entry-level professional accounting work. Accounting functions which may be performed by an incumbent in this position include: Recommends changes in operations and financial activities; reconciles, or notes and reports, discrepancies found in records; ensures accuracy and proper coding of figures, postings, and documents; inspects cash on hand, notes receivable and payable, negotiable securities, and canceled checks to confirm records are accurate; compiles statistical, financial, accounting, or auditing reports and tables pertaining to cash receipts, expenditures, accounts payable and receivable, and profits and losses; researches, compiles, and prepares reports, manuals, correspondence, and other information required by management or other governmental agencies; analyzes reports, transaction details, and spreadsheets in order to summarize financial data utilized in financial reporting; processes vendor invoices for payment; processes travel authorizations and travel vouchers for payment; creates and maintains spreadsheets and other documents related to accounting records for multiple agency programs; traces revenues to source to verify revenue reporting; collects, verifies, compares, and analyzes accuracy of data and figures for financial reports; performs related or similar duties as required or assigned. Work is

performed in accordance with established regulations, procedures, and administrative directives and under the direction of an administrative superior, accountant, or auditor of a higher classification.

**KNOWLEDGE, SKILLS, AND ABILITIES:** The ideal candidate will have effective verbal communication skills, as well as excellent organizational skills; ability to manage multiple activities simultaneously and prioritize; flexibility and confidentiality on sensitive issues; and thorough knowledge and usage of various computer software packages including Microsoft Office and advanced Word skills. Experience in Systems Applications and Products (SAP), especially MAGIC is beneficial.

## **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

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

### **Required Document:**

Applicant must attach a valid 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.