



## RECRUITMENT NOTICE

STATE OF MISSISSIPPI

### MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

1141 Bayview Avenue

Biloxi, MS 39530

(228) 374-5000

May 3, 2021

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 III, Professional

**WORKING JOB TITLE:** Professional Accountant III

**ANNUAL STARTING SALARY:** \$45,324.12

**OFFICE:** Finance and Accounting

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

**RECRUITMENT DATES:** May 3 – May 17, 2021

#### **ESSENTIAL FUNCTIONS:**

This is professional accounting and auditing work. Accounting functions which may be performed by an incumbent in this position include: 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. Auditing functions which may be performed by an incumbent in this position include: analyses of accounts, transactions, contracts, and testing of transactions for compliance with established laws, rules, and regulations. Further, the incumbent may conduct and/or participate in analyses of department accounting functions to determine the legality of fiscal activities and the effectiveness of accounting systems. Also, the incumbent may be responsible for directing or assisting in directing the disbursement of agency funds in accordance with approved policies and procedures; acting as fiscal advisor to agency administrators; and representing the agency at various fiscal meetings. In addition to thorough grounding in principles of accounting and standards of auditing, the incumbent should develop

knowledge of state and federal laws in relation to financial administration and familiarity with various accounting systems in the agencies' accounting procedures that may provide more efficient operation and better internal control. 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. Supervision may be exercised over subordinate accountants or auditors, accounting clerks or other clerical personnel. Incumbents in this classification may function as the assistant to the administrative head of the fiscal division of a moderate-sized accounting division.

**EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

**Experience:**

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

**OR**

**Education:**

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

**AND**

**Experience:**

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

**OR**

**Education:**

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.

**Substitution Statement:**

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.

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.