

# MDEQ JOB ANNOUNCEMENT



The Human Resources Office is accepting applications for the following job vacancy in the Office of Administrative Services.

**Position:** Accountant/Auditor III, Professional

**PIN:** 5377

**Starting Salary:** \$45,324.12

**Location:** Accounting Division

## **Minimum Qualifications:**

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

**OR**

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

**AND**

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

**OR**

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

**AND**

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.

## **Primary Functions:**

This position serves as the primary backup to the Payroll Supervisor and is cross-trained in all aspects of Payroll processing.

This position will process and audit travel related expenditures and related invoices to ensure timely and accurate payment, along with adherence to the MDEQ Travel Policy and DFA Travel Policy using MDEQ's in-house system (ABG20), MAGIC and SPAHRS.

This position also assists in the preparation and audit of timely and accurate payment of vendor invoices using ABG20 and MAGIC.