

MDEQ JOB ANNOUNCEMENT



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

Position: Accountant/Auditor II, Professional

PIN: 5449

Starting Salary: \$41,137.17

Location: Accounting Division

Minimum Qualifications:

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

OR

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

AND

One (1) year 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

One (1) year 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 is responsible for making timely and accurate payment of some of the invoices of the agency using the MDEQ's automated Accounts Payable System (ABG20) and the State of Mississippi MAGIC financial system. This position will also reconcile the warrant register with approved payment vouchers, maintain manual and electronic filing systems, and perform other accounting/auditing duties as required.