The Mississippi Department of Education (MDE) is seeking an Accountant/Auditor I for the Office of Child Nutrition. This position is in the Division of Purchasing/Food Distribution.

CHARACTERISTICS OF WORK:
This is entry-level, 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. 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 accounting clerks or other clerical personnel.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:
A Bachelor’s Degree from an accredited four-year college or university in accounting or business administration.

SUBSTITUTION STATEMENT:
Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma), directly related education or directly related experience may be substituted on an equal basis.

Applicants must apply online at www.mspb.ms.gov. (To inquire about this position, please contact Bill Urban at burban@mdek12.org or 601-576-4960.)

The deadline for application submission is February 28, 2020. Applicants selected for an interview will be contacted by phone.

Mississippi Department of Education is an Equal Opportunity Employer)