



ACCOUNTANT III OFFICE OF SPECIAL EDUCATION STATE SERVICE

Salary Range: \$56,346.00 - \$84,603.00

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The Mississippi Department of Education (MDE) is seeking to employ an Accountant III in the office of Special Education. Responsibilities include, provide support within the Bureau of Fiscal Services, Office of State Fiscal Programs to include, but not limited to, knowledge of special education programs with an emphasis in Extended School Year. This position requires proficiency in the use of spreadsheets and/or databases to track data and balances. The position also requires critical thinking, excellent organizational and customer service skills, the ability to multi-task, and the ability to use Microsoft Office proficiently.

SPECIAL QUALIFICATIONS:

Typically requires a bachelor's degree, higher levels of education preferred. A minimum of 4-5 years in the field of education is required, additional experience is preferred. Background in education and experience in special education is preferred. Proficient in various technologies including, but not limited to, email and calendar functionality, spreadsheets, and databases, and Microsoft Office products.

EXPERIENCE/EDUCATION REQUIREMENTS:

Typically requires a Bachelor's Degree and 4-5 years of experience and/or appropriate certification.

APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: November 25, 2024

BENEFITS

- mdek12.org/OHR/MDE-Employee-Benefits

INQUIRIES

- Vanessa Virgil-Ruffin
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