



MISSISSIPPI
DEPARTMENT OF
EDUCATION

CAREER OPPORTUNITY

ACCOUNTING MANAGER **OFFICE OF GRANTS MANAGEMENT** **NON-STATE SERVICE**

Salary Range: \$74,309.00 - \$111,574.00

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The Mississippi Department of Education (MDE) is seeking an Accounting Manager, for the Office of Budget and Planning. The office will provide technical assistance and training to Department staff regarding budget-related matters. The preferred candidate should possess a Bachelor's degree in Accounting and/or a Master's degree in Accounting or Business and/or a license in Public Accounting (CPA).

The successful candidate for this position will be responsible, but not limited to the following:

- Establishment and maintenance of the agency's budget, including state appropriations and grant funds in MAGIC.
- Delivering timely and accurate monthly budget reports.
- Preparing the agency's annual budget request for all funds and submitting to the Legislative Budget Office (LBO) and Department of Finance and Administration (DFA).
- Functioning as the agency's liaison with LBO.
- Maintenance of payroll coding and funding to assist with filling vacant PINs.
- Providing technical assistance and training on budgeting to program offices.
- Calculating and submitting the annual indirect cost proposed rate to the United States Department of Education (USDE).
- Providing strategic financial input to leadership and advising them on issues that may affect the agency.
- Enhancing, developing, implementing, and enforcing the agency's budgeting policies and procedures.
- Developing, managing, and mentoring the budget staff.
- Ensuring the department is in compliance with internal procedures and policies.
- Assisting the Accounting Director in preparing year end GAAP package.

SPECIAL QUALIFICATIONS:

Previous employment must have been in an administrative, professional capacity in the area of accounting or budgeting. Applicants should be knowledgeable of all budgeting and accounting functions including but not limited to financial reporting and grants management. Applicants should have knowledge of state and federal laws and regulations applicable to budgeting and accounting functions. The ideal candidate should be proficient with Excel and PowerPoint. MAGIC experience a plus. Applicants must have experience in preparing training documents and presentations. Strong analytical, presentation and communication skills are required.

EXPERIENCE/EDUCATION REQUIREMENTS:

Typically requires a Bachelor's Degree and 7-8 years of experience.



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359 North West Street | Jackson, MS | 39205-0771 | Hinds County | mdek12.org
Mississippi Department of Education is an Equal Opportunity Employer

APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: November 4, 2024

BENEFITS

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

INQUIRIES

- Elisha Campbell
ECampbell@mdek12.org
601-359-3905

