



PROGRAM AUDITOR III OFFICE OF CAREER AND TECHNICAL EDUCATION STATE SERVICE

Salary Range: \$47,426.00 - \$71,208.00

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The Mississippi Department of Education (MDE) is seeking a Program Auditor III for the Office of Career & Technical Education. Incumbent will perform professional audit work involving programmatic, fiscal, and facility reviews to determine federal and state compliance.

Responsibilities include but are not limited to:

- Conducting initial and follow-up desk and field audits.
- Conducting initial and follow-up facility examinations.
- Collecting and compiling data and information.
- Preparing auditing reports.
- Reviewing corrective action plans.
- Conducting subrecipient training.
- Providing technical assistance.
- Maintaining accurate records.
- Other duties as assigned.
- Extensive travel required.

SPECIAL QUALIFICATIONS:

Excellent oral and writing communication skills, excellent organizational and customer service skills, and proficiency with Excel and Microsoft Office products.

EXPERIENCE/EDUCATION REQUIREMENTS:

Typically requires a Bachelor's Degree in Business or Public Administration and 3-6 years of related experience.

APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: December 23, 2024

BENEFITS

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

INQUIRIES

- Rozelia Harris
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