



MISSISSIPPI
DEPARTMENT OF
EDUCATION

CAREER OPPORTUNITY

ACCOUNTANT II OFFICE OF ACCOUNTING STATE SERVICE

Salary Range: \$43,510.00 - \$65,329.00

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The Mississippi Department of Education is seeking to employ an Accountant II in the office of Accounting. This position is responsible for the following:

- Reviews travel vouchers and advance requests for all employees, contract workers, board members and commission members.
- Enters travel vouchers and advance requests in SPAHRS (Statewide Payroll and Human Resources System).
- Maintains files of agency's copies of travel vouchers and advance requests.
- Processes refunds for overpayment of travel.
- Performs other duties as assigned.

SPECIAL QUALIFICATIONS:

Adept in technology, detail-oriented, excellent verbal, and written communication skills, maintain confidentiality, and possess good time management skills.

EXPERIENCE/EDUCATION REQUIREMENTS:

Typically requires a Bachelor's Degree and 2-4 years of experience and/or appropriate certification.

APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: February 6, 2025

BENEFITS

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

INQUIRIES

- Sheila Franklin-Buie
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601-359-3525



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