



## CAREER OPPORTUNITY

### **BUDGET OFFICER III** **OFFICE OF BUDGET AND PLANNING** **NON-STATE; TIME LIMITED**

**Salary Range: \$61,417.00 - \$92,217.00**

Salary will be negotiable and commensurate with experience.

#### **RESPONSIBILITIES:**

The MS Department of Education (MDE) is seeking a Budget Officer III for the Office of Budget & Planning to serve as the Budget Officer.

As Budget Officer III, the successful candidate will assist and participate in the preparation of the Mississippi Department of Education budget by providing technical assistance to bureaus/divisions in completion of budget documents, verify submissions for accuracy and consistency with accounting principles, departmental & agency policies and Budget Director's instructions. Prepare MDE budget request for presentation to the Joint Legislative Budget Committee and submission to the Department of Finance and Administration and the Legislative Budget Office. Prepare Indirect Cost Plan/Proposal for the agency. Assist the director in managing MDE's office budgets and federal grant awards. Establish and maintain the Department's budgets and federal and special grant awards. Advise Bureau Directors, Superintendents of state schools and other departmental personnel on federal and state budget issues. Perform special projects as required.

#### **SPECIAL QUALIFICATIONS:**

- Experience with a large scale of Fund Management.
- Experience with completing GAAP Accounting Reconciliations.
- Experience and knowledge of MAGIC System or Accounting Systems.
- High quality interpersonal skills and the ability to relate to and interact with stakeholders.
- Must have skills in effective communication (both written and oral).
- Strong multitasking abilities with demonstrated experience in completing tasks to standard and on time.
- Strong command and proficiency using Microsoft Office Suite, including Word, PowerPoint, Excel, Outlook, and mobile applications.

#### **EXPERIENCE/EDUCATION REQUIREMENTS:**

Typically requires a Bachelor's Degree and 3-5 years of experience.

#### **APPLY**

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

#### **BENEFITS**

- [mdek12.org/OHR/MDE-Employee-Benefits](http://mdek12.org/OHR/MDE-Employee-Benefits)

#### **INQUIRIES**

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