



MISSISSIPPI
DEPARTMENT OF
EDUCATION

CAREER OPPORTUNITY

ACCOUNTING SUPERVISOR OFFICE OF ACCOUNTING NON-STATE; TIME LIMITED

Salary Range: \$66,944.47 – \$100,517.13

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

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

- Coordinating and supervising the activities of the Accounts Receivable and Financial Reporting divisions.
- Preparing the annual GAAP package.
- Ensuring compliance with external and internal policies and procedures.
- Monitoring changes in federal and state regulations to maintain current procedures and ensure compliance with financial reporting requirements.
- Overseeing federal draws to ensure they are completed in a timely manner and in accordance with award documents.
- Reconciling accounts and ensuring all required journal entries are properly prepared, approved, and recorded.
- Performs other duties as assigned.

SPECIFIC QUALIFICATIONS:

- Proficient in technology, detail-oriented with strong verbal and written communication skills.
- Demonstrated ability to manage time effectively.
- Experience with MAGIC (Mississippi's Accountability System for Government Information and Collaboration).

EXPERIENCE/EDUCATION REQUIREMENTS:

Typically requires a Bachelor's Degree and 6-7 years of experience.

APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: October 16, 2025

BENEFITS

- mdek12.org/humanresources/mde-employee-benefits/

INQUIRIES

- Shanika Jackson
SGrant@mdek12.org
601-359-3525