



MISSISSIPPI
DEPARTMENT OF
EDUCATION

CAREER OPPORTUNITY

BUDGET OFFICER III **OFFICE OF SCHOOL FINANCIAL SERVICES** **NON-STATE; TIME LIMITED**

Salary Range: \$61,416.94 - \$92,217.55

Salary will be negotiable and commensurate with experience.

The Mississippi Department of Education (MDE) is seeking a Budget Officer III for the Office of School Financial Services (OSFS).

RESPONSIBILITIES:

The Budget Officer III is a seasoned position responsible for providing services and assistance to public school districts, stakeholders, and other staff. Service includes but are not limited to the following:

- Process monthly payments for school districts.
- Provide guidance to school districts.
- Administrate programs under the OSFS such as: Chickasaw Cession, Critical Shortage Loans, Critical Shortage Moving Expense, Education Enhancement Funds: EEF Buildings and Buses, EEF Teacher Procurement Cards, Mississippi Student Funding Formula, National Board Certification Reimbursements, Master Lease, School Business Manager License, and School District Indirect Cost Applications and Rates.
- Reconcile monthly cost centers budgets under the administration of the OSFS.
- Ensure invoices are paid in a timely manner and resolve all issues that may arise.
- Prepare requisitions for goods or services.
- Prepare requests for quotes, qualifications, applications, or other services.
- Review and assist school districts with the submission of annual financial exchange transaction data.
- Compile school districts financial data to prepare various reports.
- Perform other related duties as assigned.

SKILLS AND ABILITIES:

- Proficiency with Microsoft Excel, particularly with Pivot Tables & V-Lookups, ability to learn new software.
- Knowledge of Generally Accepted Accounting Principles, Financial Accounting Manual for School Districts, State of MS Purchasing Law, and Fixed Assets strongly preferred.
- Ability to multitask in a fast-paced work environment.
- Ability to manage competing demands and unexpected events.
- Ability to work independently with attention to detail.
- Ability to meet deadlines.
- Strong research skills such as problem solving, critical thinking and taking notes.
- Self-starter and able to quickly learn.
- Self-initiative to ask for and offer help when needed.
- Follow instructions, take responsibility for your actions.
- Willingness to occasionally work long hours.



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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

SPECIFIC QUALIFICATIONS:

- Bachelor’s degree, preferably in business administration, accounting, finance, or related field.
- 3-5 years of related experience.

PREFERRED QUALIFICATIONS:

- Experience in the school district business office such as Assistant Business Manager, Accountant, Payroll Clerk, etc.

EXPERIENCE/EDUCATION REQUIREMENTS:

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

<div>APPLY</div> <ul style="list-style-type: none">• Visit Mississippi State Personnel Board to apply• Deadline: October 10, 2025	<div>BENEFITS</div> <ul style="list-style-type: none">• mdek12.org/humanresources/mde-employee-benefits/	<div>INQUIRIES</div> <ul style="list-style-type: none">• Brooke Seals bseals@mdek12.org 601-359-3294
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