



Job Announcement

Position: Accountant/Auditor IV, Professional
Department: Accounting
Annual Salary: \$48,404.62
Supervisor: Jan Cragon

Accounting Division

Services provided through the Accounting Department include accounts payable, accounts receivable, cash management, investment accounting, property accounting, budgeting, expenditure monitoring, financial reporting, and other finance and general accounting functions. Also through this department procurement services are provided. The procurement section is responsible for making certain that goods and services are properly procured in accordance with state laws, regulations and policies regarding both open-market and state contract purchases.

Duties:

- Performs accounting for fixed assets
- Act as primary contact with IRS for tax discrepancies
- Prepare budget analyses, Census reports, IRS Forms 945, and GAAP and CAFR schedules
- Analyze and journalize transactions for posting to the general ledger.
- Perform various reconciliations such as general ledger accounts to IRS 945/941 versus 1099R reports
- Completes special projects as assigned
- Serves as system administrator for PeopleSoft general ledger system
- Security administrator for MAGIC and iTreasury
- Supervises the purchasing function

Education and Experience Requirements: The preferred candidate for this position will have a Bachelor's Degree in Accounting from an accredited four-year college or university with a minimum of 24 hours of accounting courses and at least three (3) years of work experience in accounting or auditing.

Certified Public Accountant preferred.

Interested applicants should apply online at www.mspb.ms.gov. If you should have any questions, please contact Alison Vowell at humanresources@pers.ms.gov.