

Accounting Specialist Senior Administration

STARTING ANNUAL SALARY PLUS BENEFITS: \$40,731.68

DEADLINE FOR RECEIVING APPLICATIONS: December 29, 2014

To apply for this position, please go to the State Personnel Board website (www.mspb.ms.gov) and submit an e-application. If you have any questions about the application process please call 601-576-6866.

This position is located in the Administration Division at the Mississippi Department of Archives and History. This is professional work and the incumbent will be responsible for formulating, planning, directing and implementing activities at the agency for purchasing, contract management, and accounts payable functions responsible for paying all department expenses.

Duties will include, but not be limited to, the following:

- responsible for purchasing program and payment of vendors for the Department
- ensures Department is complying with all applicable laws, rules and regulations relating to contract management and payment of contracts
- obtains price quotes as required by laws, rules and regulations
- coordinate formal bid process by advertising for proposals and/or soliciting bids on various agency projects
- manages inventory to ensure adequate levels of basic office supplies are available
- assist in the acquisition, accountability, assignment, maintenance and disposal of agency property

Education and experience must meet one of the following criteria:

- Master's degree from an accredited four-year college or university in accounting or business administration and five (5) years' experience, two (2) years of which must have been directly related.

or

- Bachelor's degree from an accredited four-year college or university in accounting or business administration six (6) years' experience, two (2) years of which must have been directly related.

MDAH is an Equal Opportunity Employer.