

## **Office Director II**

### **Director of Finance**

**STARTING ANNUAL SALARY PLUS BENEFITS: \$63,408.35**  
**DEADLINE FOR RECEIVING APPLICATIONS: August 12, 2015**

*To apply for this position, please go to the State Personnel Board website ([www.spb.state.ms.us](http://www.spb.state.ms.us)) and submit an e-application, or call 601-576-6866 for more information.*

This is professional work responsible for the directing the operations and staff within the finance office. Duties will include, but are not limited to, the following:

- Prepare, maintain and/or approve a wide array of fiscal documents and financial records for the department, adhering to state and federal regulations and guidelines
- Set finance department priorities, establish standards and provide general and specific direction to staff
- Supervise and approve fund disbursements and preparation of reports for agency programs
- Coordinate the development, review, and evaluation of the agency's cost allocations plans, federal expenditures, payments estimates, annual reports and cost estimates on proposed program changes
- Supervise procurement and monitor expenditures
- Coordinate the development of Requests for Proposals (RFP) for agency
- Prepare budget requests for submission to state legislature

Experience in the following preferred:

- Experience working with MAGIC, Mississippi State Government's Enterprise Resource Planning (ERP) solution
- Experience with state agency budgets and procurement
- Supervisory experience

**Education and experience must meet one of the following criteria:**

- A Master's Degree from an accredited four-year college or university and seven (7) years in the special experience defined above six (6) years of which must have included line or functional administrative or advanced technical supervision.
- A Bachelor's Degree from an accredited four-year college or university and eight (8) years in the special experience defined above six (6) years of which must have included line or functional administrative or advanced technical supervision.

MDAH is an Equal Opportunity Employer.