

Special Projects Officer III Administration

STARTING ANNUAL SALARY PLUS BENEFITS: \$30,292.35
DEADLINE FOR RECEIVING APPLICATIONS: Friday, October 9, 2015

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 within the Finance section of the Mississippi Department of Archives and History working as an accounts payable clerk. Duties include financial, administrative and clerical support by ensuring payments are completed and expenses are controlled by receiving payments, processing, verifying and reconciling invoices according to established policies and procedures in an efficient, timely and accurate manner.

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

- Review and verify invoices for payment
- Sort, code and match invoices into system
- Enter invoices in MAGIC for payment
- Respond to all vendor inquiries
- Reconcile vendor statements, research and correct discrepancies
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Assist with other projects as needed

Education and experience must meet one of the following criteria:

- Master's degree from an accredited four-year college or university in a field related to the scientific, technological, or specialized functions of the employing agency; and three (3) years experience related to the above described duties, two (2) years of which must include line or functional supervision
or
- Bachelor's degree from an accredited four-year college or university in a field related to the scientific, technological, or specialized functions of the employing agency; and four (4) years experience related to the above described duties, two (2) years of which must include line or functional supervision

or

- Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma); and eight (8) years experience related to the above described duties, two (2) years of which must include line or functional supervision

MDAH is an Equal Opportunity Employer.