



RECRUITMENT NOTICE

STATE OF MISSISSIPPI

MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

1141 Bayview Avenue

Biloxi, MS 39530

(228) 374-5014

December 23, 2013

The Mississippi Department of Marine Resources is recruiting for the job title described below. **ALL** applications for this position must be filled out online at the Mississippi State Personnel Board's Career Center located at www.mspsb.ms.gov under the Job Seekers tab. Please enter the job title as it appears below in the Job Title section.

Resumes are not a substitution for completing a job application. The Mississippi Department of Marine Resources does not have the authority to fill this position above the below listed annual starting salary.

JOB TITLE: Accounting & Finance Director

ANNUAL STARTING SALARY: \$48,132.75

OFFICE: Finance and Administration

LOCATION: Harrison County/Biloxi, Mississippi

RECRUITMENT DATES: 12.23.2013 – 01.15.2014

ESSENTIAL FUNCTIONS: This job requires hands-on completion and supervision of the payroll process, time and attendance, accounts payable; accounts receivable, maintenance of the federal ledgers, maintaining the budget, assisting agency personnel in the management of project budgets, and assisting in the preparation of the GAAP report.

KNOWLEDGE, SKILLS, AND ABILITIES: The ideal candidate should be able to gather, compile, and explain financial data for the inclusion into the GAAP and Indirect Cost Rate Packages; facilitate the proposal approval and work directly with the respective firms who provide the GAAP and Indirect Cost Rate services. They should be able to assimilate information from agency and project budgets; compose figurative information for inclusion into the agency budget to request funding for each fiscal year, as well as assist in preparing presentations for the Legislature and Legislative Budget Office. People, organizational, and multi-tasking skills are essential.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university in accounting, finance, or directly related field;

AND

Experience:

Six (6) years of experience in accounting or financial management, three (3) years of which must have included line or functional project supervision.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in accounting, finance, or directly related field;

AND

Experience:

Seven (7) years of experience in accounting or financial management, three (3) years of which must have included line or project supervision.

Substitution Statement:

Licensed as a Certified Public Accountant by the Mississippi State Board of Public Accountants may be substituted for two (2) years of the required experience. Certification by the Institute of Internal Auditors as a certified Internal Auditor may be substituted for one (1) year of the experience

Required Document:

Applicant must attach a copy of his/her license as a Certified Public Accountant or certification as a Certified Internal Auditor, when applicable.

The complete job description may be found at: www.mspsb.ms.gov.

The Mississippi Department of Marine Resources is an equal opportunity employer and will fill positions without regard to race, religion, national origin, color, sex, age, marital status, political affiliation, or handicap.