EMPLOYMENT OPPORTUNITY
MISSISSIPPI DEPARTMENT OF EDUCATION
359 North West Street
P. O. Box 771
Jackson, Mississippi 39205-0771
Hinds County

POSITION ANNOUNCEMENT

SCHOOL FINANCE OFFICER
(NON-STATE SERVICE POSITION)
OFFICE OF EDUCATIONAL ACCOUNTABILITY

Salary Range: $52,664.75 – $92,163.32

The Mississippi Department of Education (MDE) is currently seeking to employ a School Finance Officer to serve as an Internal Auditor in the Office of Educational Accountability, Bureau of Internal Audit.

SPECIAL QUALIFICATIONS:
This position may require experience as a Certified Public Accountant (CPA) and/or Certified Internal Auditor (CIA) and applicants should possess experience conducting audits of state agencies in Mississippi.

DUTIES WILL INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Evaluate the Department's system of internal controls to provide reasonable assurance to management that internal controls are adequate and effective, professional standards of business conduct are observed, and assets are properly accounted for and safeguarded.
- Conduct objective and professional internal audits of Department activities to determine compliance with agency policies and procedures as well as applicable state and federal laws and regulations and to determine if goals and objectives are efficiently and effectively attained.
- Possess experience writing internal audit reports and presenting findings to governing boards, legislators, and other stakeholders.
- Utilize a high level of initiative, creativity, and judgment in conducting sensitive assignments.
- Demonstrate advanced Microsoft Office and computer skills.
- Demonstrate excellent communication and interpersonal skills.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

A Master's Degree from an accredited four-year college or university in accounting, business administration, school administration, or related field; AND seven (7) years’ experience in work related to the above-described duties.

OR

A Bachelor's Degree from an accredited four-year college or university in accounting, business administration, school administration or a related field; AND eight (8) years’ experience in work related to the above-described duties.

SUBSTITUTION STATEMENT:

Certification by the State of Mississippi as a Certified Public Accountant (CPA) may be substituted for two (2) years for the required work experience.

OR

Certification by the Institute of Internal Auditors as a Certified Internal Auditor may be substituted for one (1) year of the required experience.

Applicants for the position should apply online at www.mspb.ms.gov. (To inquire about this position, please contact Tracie Rigin at Triggin@mdek12.org.)

The deadline for application submission is September 21, 2021. Applicants selected for an interview will be contacted by phone.

(Mississippi Department of Education is an Equal Opportunity Employer)