COMPLIANCE AND MONITORING SPECIALIST
OFFICE OF SCHOOL IMPROVEMENT

Salary Range: $87.50 HOURLY MAXIMUM
Salary will be negotiable and commensurate with experience.

The Mississippi Department of Education (MDE) is seeking Compliance and Monitoring Specialist for the Office of School Improvement.

RESPONSIBILITIES:
• Reviews internal control procedures to ensure that strong internal controls are in place for the LEAs
• Analyze expenditure reports of the LEAs to determine that expenditures are allowable. Reasonable, and necessary.
• Review cash management policies and procedures, cost principles, time and effort documents.
• Provide corrective action plans for items found to be in non-compliance.

EXPERIENCE/EDUCATION REQUIREMENTS:

Education:
• Bachelor’s degree or higher in Education, Accounting or Business Administration, or a related field from an accredited college or university.
• Certification in Education, Administration, Business Manager License, or license in Public Accounting (CPA)

Experience:
• Experience as a federal program’s director. Business manager, project director or district office personnel.
• Working knowledge and skills related to accounting and financial management and procurement systems.
APPLICATION PROCESS:
Applications must be submitted by email to HRContractApps@mdek12.org. Please include in the subject of the email, "School Improvement Compliance and Monitoring Specialist.” The following documents must be submitted:

- A completed MDE Application Form
- Copy of Certification(s)
- Resume
- Professional References (3)

The deadline for applicants to apply is **August 31, 2022**

INQUIRIES

• Dr. Sonja Robertson  
  srobertson@mdek12.org
  601-359-1003