FISCAL MONITOR
OFFICE OF SPECIAL EDUCATION

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

The Mississippi Department of Education (MDE) is seeking a Fiscal Monitor for the Office of Special Education.

RESPONSIBILITIES:
The fiscal monitors will provide support to the Office of Special Education's Fiscal Monitoring team and foster a professional and collaborative working relationship between the Office of Special Education and the local educational agencies (LEAs). Contract workers will also provide the following:

• Review internal control procedures to ensure that strong internal controls of the LEAs are in place and followed in daily operations
• Analyze expenditure reports of the LEAs and single audits to determine if expenditures are allowable, reasonable, and necessary
• Review inventory of supplies, equipment, maintenance, and disposal procedures to ensure effective controls and accountability measures are in place
• Review cash management policies and procedures, cost principles, time and effort documents, determining proportionate share, equitable services and allocation of funds in accordance with federal regulations
• Provide corrective action plans for areas found to be in noncompliance and substantiate with supporting documentation.

REQUIREMENTS:
• Attend mandatory trainings conducted by the Office of Special Education
• Ability to travel to assigned areas within the State of Mississippi, when applicable
• Available to participate in all phases of the monitoring process (pre-site staffing, on-site visits, post-site staffing and desk audits
• Ability to demonstrate excellent written and verbal skillset
• Experience and proficiency with Microsoft Office (Word, Excel, Outlook, Teams) and Zoom

REQUIREMENTS:
Applications must be submitted by email to HRContractApps@mdek12.org. Please include in the subject of the email, “Fiscal Monitor.” The application must include all the required documents to proceed to the Interview Phase. Applications without all required components will not proceed to the next phase.

REQUIRED APPLICATION COMPONENTS:
- Application—Required Signature
- Resume
- References (3)

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

INQUIRIES
- Vanessa Virgil
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  - 601-359-3498