ACCOUNTING TEAM LEAD
OFFICE OF SPECIAL EDUCATION
NON-STATE; TIME LIMITED

Salary Range: $61,417.00 - $92,217.00
Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:
This position serves as the Director of the Office of State Programs and Contracts within the Bureau of Fiscal Support. This role is responsible for all fiscal operations and support for state funded special education programs and for the timely development and implementation of fiscal contracts within the Office of Special Education. This role receives, analyzes, and approves for payment activities related to the previously mentioned programs and is responsible for overseeing and implementing each of these programs in alignment with policies and procedures which includes producing timely fiscal reports related to each program. Frequent communication with districts to provide technical assistance is required. Travel to and from state and national conferences may be required. The ability to present/speak in front of large groups of professionals and the ability to present written content in a professional manner is required. This role oversees six (6) employees and reports to the Director of the Bureau of Fiscal Support. This role is a member of the MDE Office of Special Education Leadership Team.

SPECIFIC QUALIFICATIONS:
• Bachelor’s degree in business or accounting is required, Master’s degree preferred.
• A minimum of five (5) years’ experience in business operations, fiscal management, accounting, or similar experience is required.
• Experience in the field of special education is preferred.
• Excellent verbal and written communication skills are necessary.
• Proficient in various technologies including, but not limited to, Microsoft Teams, email and calendar functionality, Microsoft Office products, other virtual meeting platforms.

EXPERIENCE/EDUCATION REQUIREMENTS:
Typically requires a Bachelor’s Degree and 5-6 years of experience.

APPLY
• Visit Mississippi State Personnel Board to apply
• Deadline: August 29, 2023

BENEFITS
• mdek12.org/OHR/MDE-Employee-Benefits

INQUIRIES
• Vanessa Virgil
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