



DFA-ACCOUNTANT/AUDITOR I

CHARACTERISTICS OF WORK:

This is entry-level position that requires professional accounting and auditing work independently or as a team. Incumbents will be required to possess knowledge of professional accounting principles and techniques, state laws, federal laws, rules and regulations; possess knowledge of SAAS/SPHARS; research laws and regulations that affect accounting activities of state agencies; maintain contact with agencies on payroll/accounting discrepancies; and apply standard operating procedures in resolving various agency questions. Work is performed in accordance with established regulations, procedures, and administrative directives and under the direction of an administrative superior, accountant, or auditor of a higher classification. Supervision may be exercised over accounting clerks or other clerical personnel.

MINIMUM QUALIFICATIONS:

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Bachelor's Degree from an accredited four-year college or university in accounting.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university with a minimum of 24 hours of accounting as identified below:

18 hours in the following courses:

Principles of Accounting I and II
Auditing

Intermediate Accounting I and II
Advanced Accounting

The remaining six (6) hours may be selected from the following:

Federal Income Tax
Cost Accounting
Accounting Systems
Advanced Federal Income Tax

Advanced Auditing
Managerial Accounting
Auditing Problems

AND

Experience:

One (1) year of experience in work related to the described duties.

Required Document:

Applicant must attach a valid copy of their transcript to verify required course work.

Substitution Statement:

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

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Participates in meetings that will have a direct impact on automated accounting processes.

Audits agencies' information for accuracy, legality, and support.

Approves agencies' purchase orders, payment vouchers, and vendor file requests in SAAS.

Post-audits travel reimbursements submitted in SPAHRS.

Assists agencies with various problems in SAAS/SPAHRS.

Approves final payrolls in SPAHRS.

Receipts, balances, and reconciles cash deposits submitted by agencies.

Supervises various other accounting or clerical functions.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.