



## DFA-ACCOUNTANT/AUDITOR III

### **CHARACTERISTICS OF WORK:**

This position requires professional accounting and auditing work independently or as a team, or in an administrative capacity. 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; perform accounting procedures that may provide more efficient operations and better internal control; knowledge of internal accounting controls and risk assessments; ensure that analysis for statewide payroll and financial information is performed according to established procedures; provide input in the requirements of a new state accounting system; and apply standard operating procedures in resolving various agency questions. Functional supervision may be exercised over subordinate personnel engaged in accounting/auditing and clerical work. Work of incumbent is performed in accordance with established regulations, procedures, and administrative directives and is reviewed through reports to and conferences with administrative officials.

### **MINIMUM QUALIFICATIONS:**

#### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

##### **Experience:**

One (1) year of successful performance as a DFA-Accountant/Auditor II.

OR

##### **Education:**

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

AND

##### **Experience:**

Three (3) years of experience in work related to the described duties.

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:**

Three (3) years 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:**

Serves on project teams that will have a direct impact on automated accounting processes.

Supervises the audits of agencies' purchase orders, payment vouchers, and vendor file requests in SAAS.

Supervises the post-audits travel reimbursements submitted in SPAHRS.

Assists agencies with various problems in SAAS/SPAHRS.

Supervises the processing and approval of final payrolls in SPAHRS.

Supervises the accounting staff in the audit of agencies' information for accuracy, legality, and support.

Coordinates and assists in directing the activities of the Bureau.

Advises administrative/accounting personnel on laws, rules, and regulations as they relate to the activities of the Bureau.

Gathers information and prepares reports at the direction of the Bureau Director.

Advises management on procedures and makes recommendations for improvement.

May train and/or supervise lower level auditors/accountants or clerical personnel.

Reviews work product prepared by other accountants as to accuracy of application of accounting principles in conformity with agency policies.

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.