

JOB VACANCY

WE'RE HIRING

Title: Accounting Team Lead (PIN 8007)
Location: OAS' Accounting Division-Accounts Payable Branch
Job Type: Full-Time
Salary Range: \$67,558.63 - \$104,792.66 Annually
Job Closing: 3/26/2025

Qualifications:

Typically requires a Bachelor's Degree and 5-6 years of experience.

About the Position:

Responsible for overseeing the payment of all agency invoices; post-audits approved agency payment vouchers to ensure proper approval and processing by MDEQ staff; maintains contact with various departments and works to resolve various problems or accounting discrepancies that cannot be rectified by subordinate staff; supervises and directs the staff in the daily functions of Accounts Payable; evaluates staff workload to determine resource allocation and proper workflow; reviews staff work to ensure proper procedures are followed and financial reports are accurate; creates and implements new accounting procedures or standard operating procedures to improve efficiency; participates and provides input in meetings that will have a direct impact on accounting processes; monitors changes in state regulations and reporting requirements related to accounts payable; audits the agency's information for accuracy, legality and support; performs related or similar duties as required or assigned.

How to Apply:

Applications can be submitted through the MS State Personnel Board Job Openings Page [HERE](#) no later than 3/26/25 at 11:59 PM.