

JOB VACANCY

WE'RE HIRING

Title: Accountant I (PIN 5409)
Location: OAS's Budgeting Bureau Division
Job Type: Full-Time
Salary Range: \$43,086.40 - \$62,489.70 Annually
Job Closing: 4/4/2025

Qualifications:

Typically requires a Bachelor's Degree and 0-2 years of experience.

About the Position:

Enter State Revolving Loan Fund (SRF) payment requests into ABG; receive payment vouchers (PV) from Accounting; print warrant registers; log payment date into payment file; file copy of the PV into loan folders (hardcopy); send documents to SRF project staff and loan recipient; give information to the Budget staff to make federal draw, if applicable, and then draw information to Accounting; process and post direct checks into excel and LICS; process and post homestead exemptions into excel and LICS (March and September; perform data entry for admin reimbursement; tank Fees Report; Admin Reimbursement; SRF Audit Confirmations; Out of State Travel; assist Budget Team Lead with grants and budget duties as needed; complete other duties as assigned.

How to Apply:

A resume or application can be sent no later than 4/4/2025 to Anna Godfrey at P.O. Box 2261 39225, or by email to AGodfrey@mdeq.ms.gov.