

Opening Date: March 25, 2011

Closing Date: April 7, 2011

JOB OPPORTUNITY BULLETIN
MISSOURI STATE HIGHWAY PATROL
BUDGET AND PROCUREMENT DIVISION

TITLE: Accountant I or II

LOCATION: General Headquarters
Jefferson City, Missouri

FACILITATOR: Amanda Renn
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DESCRIPTION: This Accountant (Administration) position is assigned to the Missouri State Highway Patrol's Budget and Procurement Division. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This is a technical administrative support position responsible for assisting in the planning, implementation, and coordination of general budgeting/accounting activities within the division. An employee in this position performs accounting duties to include budget preparation, legislation and fiscal notes, federal grant administration, appropriation maintenance, and report preparation. This individual acts as a liaison with other appropriate agencies. The work involves direct contact with governmental, public, and private entities requiring a moderate degree of independent judgment. Work also requires interpreting state statutes and the potential impact of proposed legislation, as well as interpreting federal guidelines relating to U.S. Department of Justice or other federal funding programs. General supervision is provided to ensure conformance with established rules, policies, and procedures. Work is reviewed for overall standards of performance and for compliance with federal, state, departmental or agency directives; however, the employee is expected to exercise discretion and judgment in making decisions. *(For a more detailed job description go to: <http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>.)*

QUALIFICATIONS: Accountant I (Administration): Graduation from an accredited four-year college or university with a bachelor's degree in accounting, finance, or closely related field OR four years of advanced bookkeeping experience and/or governmental accounting experience or finance experience of which at least two years must have involved responsibility for the more difficult bookkeeping tasks including the preparation of worksheets, financial statements, and the classification of items for proper entry, etc. (Successful completion of a full one-year course in accounting or finance from an accredited college or university or its equivalent in a recognized business college may be substituted on a year-for-year basis for a maximum of two years of general experience.) **Accountant II (Administration):** Meet the requirements of an Accountant I as well as at least one year as an Accountant I or comparable experience.

SALARY RANGE: The minimum starting salary is \$1,191.50 (semi-monthly); however salary may be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals interested in the Accountant (Administration) position, **must submit** the Patrol's on-line application prior to the application deadline of April 7, 2011. Resumes will not be accepted in lieu of the application. Please visit our website at www.mshp.dps.mo.gov to complete an **on-line** Application for Civilian Employment (ACE).

Individuals who have completed a paper application for a position within the last twelve months must complete a new on-line application in the ACE system.

Current Patrol employees who meet the minimum qualifications may apply through the Human Resources Division by submitting an intradepartmental letter of application and resume through channels prior to the application deadline.

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Interview boards are tentatively scheduled for the week of April 18, 2011. The tentative start date for this position is within 30 days of the interview.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

NOTE: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations and/or candidate's possession of the knowledge, skills and abilities deemed necessary for successful performance in the job.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a Patrol administered drug test and favorable background investigation.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

*****Missouri State Highway Patrol***
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