

Opening Date: May 5, 2014

Closing Date: May 19, 2014



**BUDGET AND PROCUREMENT DIVISION**  
**JOB OPPORTUNITY BULLETIN**

**TITLE:** FISCAL AND BUDGETARY ANALYST I, II, OR III  
(Accounts Payable/Accounts Receivable)

**FACILITATOR:** Amanda Baker  
(573) 526-6334  
[amanda.baker@mshp.dps.mo.gov](mailto:amanda.baker@mshp.dps.mo.gov)

**DESCRIPTION:** This Fiscal and Budgetary Analyst 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:** An employee in this position examines monthly expense reports, purchase orders, invoices, and supporting documentation for accuracy and compliance with state regulations. The employee also plans, directs and maintains the accounting system for Canteen Fund, Revenue Transmittals, Transmittal of Collections, (e.g., DWI Recoupments, Witness Fees, Damage/Loss of State Property, etc.). The employee ensures that proper fund, appropriation, and object codes are assigned. The employee uses the SAM II on-line financial system to enter documents and conduct research for purchasing, payment, and budget information. The employee also examines and approves expenditures for accountability on uniform expense reports and maintains complex financial records, files, and ledgers. Work is performed under close supervision within the framework of well-established rules and procedures.

For a more detailed job description go to:

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>.

**QUALIFICATIONS:** **Fiscal and Budgetary Analyst I:** Graduation from high school or possess a GED and three years of responsible office or clerical experience. **Fiscal and Budgetary Analyst II:** Graduation from high school or possess a GED and one year of experience as a Fiscal & Budgetary Analyst I or comparable experience. **Fiscal and Budgetary Analyst III:** Graduation from high school or possess a GED and two years of experience as a Fiscal and Budgetary Analyst II or comparable experience.

**SALARY RANGE (Semi-monthly):** The minimum starting salary is \$1,123.50; however salary may be commensurate with applicable experience and education.

**APPLICATION PROCEDURE:** Individuals interested in this position must submit the Patrol's on-line application and prior to the application deadline. Resumes will not be accepted in lieu of the application. Please visit our website at: [www.mshp.dps.mo.gov](http://www.mshp.dps.mo.gov) to complete an on-line [Application for Civilian Employment \(ACE\)](#). Individuals who have previously completed an application must access their profile in the ACE system to re-apply.

Current employees who meet the minimum qualifications set forth in the attached job description may apply through the Human Resources Division by submitting an intradepartmental letter of application (SHP-15) and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of May 26, 2014. The tentative start date for this position is within 30 days of the interview.

**Opening Date:** May 5, 2014

**Closing Date:** May 19, 2014

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\*\*\*  
General Headquarters  
1510 E. Elm Street, P.O. Box 568  
Jefferson City, MO 65102-0568  
Phone/TDD (573) 751-3313  
Fax (573) 751-9924**