

Position	Accounting Supervisor - Business Services Director
Library/City	Jackson, MS
Date Posted	01/04/2024
Date Expires	Until Filled
Date Available	
Responsibilities	<p>This position is responsible for managing all aspects of the Business Services department for the Mississippi Library Commission. All job duties listed below include the development, implementation, and coordination from start to finish. It is the sole responsibility of this position to ensure the duties are completed timely and accurately in accordance with State of Mississippi and federal guidelines.</p> <p>This position is responsible for processing and/or reviewing all financial documents for the Mississippi Library Commission (MLC). Duties include, but are not limited to the following:</p> <ul style="list-style-type: none"> • Maintaining MLC's budget, funds, internal orders, and grants through MAGIC. This includes state, federal, and special funds. <ul style="list-style-type: none"> • Processing and/or reviewing all cash receipts entered by the agency. • Developing guidelines and procedures for the Business Services department. • Preparing various financial reports for federal and state entities. • Serving as a liaison between MLC and other state and federal government agencies regarding financial issues. • Preparing GAAP reports, internal control reports, the annual agency budget, and other financial reports required by federal and state entities. • Reviewing all agency procurement requests and administering all agency IFBs, RFPs and/or contracts. <ul style="list-style-type: none"> • Managing accounts payable, procurement, and property. • Managing the agency's Procurement Card program and serving as one of the agency's Travel Card Coordinators. <ul style="list-style-type: none"> • Managing the financial requirements of all grants awarded to the agency. • Attending required training for the agency.
Requirements	<p>What you'll need to be Successful:</p> <ul style="list-style-type: none"> • Extensive experience in MAGIC ECC and SRM processes. • Detailed knowledge of the requirements outlined in the Mississippi Agency and Accounting Policies and Procedures Manual (MAAP). • Experience working with the Legislative Budget Office and within the OBRS budget system. <ul style="list-style-type: none"> • Experience managing financial related activities for a State of Mississippi government agency. • Demonstrate a mastery of State of Mississippi procurement, travel, and contract rules and regulations. • Experience managing federal grants.

• Attention to detail and advanced analytical skills, including experience in Microsoft Excel and Word.

Salary & Benefits

Full state benefits

Contact

To apply, send resume and cover letter to mslib@mlc.lib.ms.us

Location (Library or
institution name)

Mississippi Library Commission
3881 Eastwood Drive
Jackson, MS 39211

Place/Environment