



POSITION announcement

Fiscal Officer
Mississippi Arts Commission

BACKGROUND

The Mississippi Arts Commission (MAC) is the state's official grant-making and service agency for the arts. Based in Jackson, Mississippi, MAC is an independent state agency governed by a fifteen-member board. The agency has provided grants and services to Mississippi's arts and cultural organizations and individual artists for more than 50 years.

MAC is currently seeking a Fiscal Officer. This is a full-time, state service position. The position is the primary financial officer for the agency. The staff person performs and manages a wide range of financial duties for the agency, detailed below.

COMPENSATION

The annual starting salary for this position is \$50,431. Applicants who exceed the state-required minimum education or work experience requirements for the position (see "Required Education and Work Experience" section) may be eligible for additional compensation. The position also includes personal and medical leave, as well as participation in the state employee health insurance and retirement plans.

POSITION DUTIES

- Reviews budget requests from various divisions and prepares budget, authorizes expenditures of funds, and prepares monthly financial statements.
- Assists the Executive Director and Deputy Director in preparing the annual agency budget.
- Develops budget controls and reports.
- Manages the accounting operations required for payroll, budget reports, and expense accounts.
- Review's the agency's accounting procedures on an ongoing basis to make sure they comply with new policies and regulations.
- Prepares financial reports for federal and state agencies as well as for internal usage.
- Maintains a budget status record for all programs, including expenditures of grants funds.
- Recommends administrative policies and procedures affecting budgeting, preparation, control, and disbursement of funds.

Additional Specific Duties

- Process staff travel requests
- Prepares and submits the agency's monthly payroll request
- Creates required financial reports, including monthly program budget updates for staff, reporting on federal grants, and the annual Legislative Budget Office report
- Conducts regular property audits, working with the State Auditor's office
- Creates and manages purchase orders in the state system
- Processes payment requests to vendors and suppliers
- Assists the Deputy Director with Human Resources functions

REQUIRED EDUCATION/WORK EXPERIENCE

Following are the required levels of education and work experience for this position, as set by the Mississippi State Personnel Board:

A master's degree from an accredited four-year college or university in accounting, business administration, or a related field and six years of experience in accounting, financial management, or a related field. Two of these three years of work experience must include line or functional supervision.

OR

A bachelor's degree from an accredited four-year college or university in accounting, business administration, or a related field and seven years of experience in accounting, financial management, or a related field. One of the three years of work experience must include line or functional supervision

Substitution Statement: Above high school diploma or equivalent (GED or High School Equivalency Diploma), related education and special experience may be substituted on an equal basis, except there shall be no substitution for the three (3) years of line or functional administrative or advanced supervision.

NON-REQUIRED BUT DESIRABLE SKILLS

- Experience with the State of Mississippi's financial systems (MAGIC, SPAHRS, etc.)
- Experience working in an arts or cultural agency

HOW TO APPLY

Please send a resume and a list of three references (with full contact information) to info@arts.ms.gov no later than November 16, 2020.

Applicants are also required to apply for the position through the "Job Seekers" section of the Mississippi State Personnel Board's website (www.mspb.ms.gov). The position is listed as "Staff Officer II" based in Hinds County in the listings on the site. If there is more than one Systems Administrator II position listed, check for mention of the Arts Commission in the "Agency Information" section at the top of the listing.

MAC is not allowed to interview applicants who have not submitted an application through the State Personnel Board system.

We are an equal employment opportunity.