

Mississippi Arts Commission

Position Announcement

Chief Fiscal Officer

Background:

The Mississippi Arts Commission (MAC) is the state's official arts granting and service agency. Based in Jackson, Mississippi, MAC is an independent state agency governed by a fifteen-person board.

MAC is currently seeking a Chief Fiscal Officer. This is a full-time, permanent position based at MAC's office in Jackson. The staff person performs and manages a wide range of financial duties for the agency, detailed below.

Compensation:

The salary for the position is \$61,416. The position also includes personal and medical leave, as well as participation in the state employee health insurance and retirement plans. MAC also offers optional health benefits that employees can access through payroll deduction, including medical savings account, as well as vision and dental policies.

Position Duties:

This position serves as the primary fiscal staff person for the agency. The agency staff relies on this position to provide leadership on fiscal matters and guidance on various state fiscal processes. The duties include:

Reviewing budget requests from various divisions and preparing the budget, authorizing expenditures of funds, and preparing monthly financial statements.

Developing budget controls and reports.

Overseeing the payroll and travel reimbursement functions for the agency.

Reviewing the agency's accounting procedures on an ongoing basis to make sure they comply with new policies and regulations.

Submitting requests for payments and regular reporting to the agency's federal funder.

Preparing the GAAP report, an annual accounting report submitted to the state finance department.

Maintaining a budget status record for all programs, including expenditures of grant funds.

Reviewing and updating administrative policies and procedures on a regular basis.

Additional Specific Duties

- Process the agency's monthly payroll for employees and contract workers

- Process staff travel reimbursements
- Create required financial reports, including monthly program budget updates for staff, and reporting on federal grants
- Oversee the agency property list and work with the State Auditor's office on the required annual review
- Create and manages contracts and purchase orders in the state system
- Processes payments for vendors and suppliers
- Assist the Deputy Director with Human Resources functions in the state system

Not Required but Desirable Skills:

- Experience with the State of Mississippi's financial and human resources systems (MAGIC, SPAHRS, EC-HR, NEOGOV)
- Experience with timekeeping and payroll processing functions
- Experience working in an arts or cultural agency

Required Education and Work Experience:

Following are the required minimum levels of education and work experience for the position, as set by the State Personnel Board (SPB). SPB will review each applicant's application to check for these qualifications before they are approved to be interviewed by an agency.

A **bachelor's degree** from an accredited four-year college or university and five to six years of work experience in accounting, financial management, or a related field.

How to Apply:

The application deadline is August 15, 2022. Applicants are **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 "Accounting Team Lead" in the listings on the site. If there is more than one "Accounting Team Lead" position listed, check the "Department" section of the listings to find the Arts Commission's listing. MAC is **not allowed** to interview applicants who do not submit an application through the MSPB website.

The agency is also interested in receiving resumes from applicants between now and the application deadline date. Once you have submitted your application through the SPB system, please send your cover letter, current resume, and a list of three references (with contact information) to info@arts.ms.gov by August 15th.