



**MISSISSIPPI**  
ARTS COMMISSION

## **Mississippi Arts Commission Position Announcement Fiscal Officer**

### **Background:**

The Mississippi Arts Commission (MAC) is the state's official arts granting and service agency. MAC is a state government agency based in Jackson, Mississippi.

MAC is currently seeking a 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. Applicants with education or work experience that exceeds the minimum qualifications 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. MAC also offers optional health benefits, 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 duties include:

- Manage accounts payable and receivable functions, including processing vendor payments, keeping vendor data up-to-date and posting incoming payments from special programs.
- Create and maintain contracts and purchase orders for vendors in the state system.
- Manage the collection and submission of timesheets and travel vouchers to the payroll office.
- Create revenue and expenditure reports pulled from the state finance system. The reporting is for quarterly board meetings, as well as regular updates for the executive director and program staff.
- Process grant payments for the agency's sub-grantees through the state finance system. Work with the deputy director in setting up and managing the sub-grants budget in the system.
- Monitor the agency's revenue funds, provide updates to the executive director, and make adjustments to the funds as directed.



- Serve on the agency’s federal grants management team. The fiscal officer’s duties for these grants include monitoring spending, submitting payment requests, and preparing documents for the final report.
- Work with the agency’s deputy director on the agency budget. This includes working with staff to draft next year’s budget, entering the annual budget request in the state system, monitoring the current-year budget, and making recommendations for modifications to the executive staff.
- Prepare the GAAP finance report, an annual accounting report submitted to the state finance department.
- Maintain the agency’s state property list.
- Assist the deputy director with limited human resources functions, including managing optional benefits and making updates in the state HR system.
- Review the agency’s accounting procedures on an ongoing basis to make sure they comply with new policies and regulations.
- Other duties as assigned by the executive director.

**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 being added to the eligible applicant list sent to the 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.

**Not Required but Desirable Skills:**

- Experience with the State of Mississippi’s financial and human resources systems (MAGIC, SPAHRS, EC-HR, NEOGOV)
- Experience in finance or business operations in a state or local government agency
- Experience working in an arts or cultural organization

**How to Apply:**

The application deadline is August 1, 2023. 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](http://www.mspb.ms.gov)). The position is listed as an “Accounting Team Lead” position 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 Personnel Board’s system.

You can also click this link to access the job posting and apply:

<https://www.governmentjobs.com/careers/mississippi/jobs/4123973/accounting-team-lead>

MAC is also interested in receiving resumes directly from applicants. Once you have submitted your application through the SPB system, please send your cover letter and current resume to [info@arts.ms.gov](mailto:info@arts.ms.gov) by August 1. If you have any questions about the position, please contact MAC Deputy Director Larry Morrissey at (601) 359-6036/[lmorrissey@arts.ms.gov](mailto:lmorrissey@arts.ms.gov).

