

Opening Date: September 13, 2010

Closing Date: September 24, 2010

JOB OPPORTUNITY BULLETIN
MISSOURI STATE HIGHWAY PATROL
BUDGET AND PROCUREMENT DIVISION

TITLE: Accountant I or II - Federal Grants

LOCATION: General Headquarters
Jefferson City, MO

FACILITATOR: Amanda Renn
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DESCRIPTION: This Accountant I or II 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: This is a technical and administrative support position responsible for assisting in the planning, promotion, implementation, and coordination of activities for federal grant programs. An employee in this position performs accounting duties in the area of federal grant administration and report preparation. This individual acts as a liaison with other appropriate agencies. The work involves direct contact with governmental, public, and private entities requiring a moderate degree of independent judgment. Work may also require working with and interpreting federal guidelines relating to U.S. Department of Justice or other federal funding programs. Although general supervision is provided, this employee works independently with responsibility for developing and/or coordinating statewide or regional plans or programs. Work is reviewed for overall standards of performance and for compliance with federal, state, departmental or agency directives; however, the employee is expected to exercise discretion and judgment in making decisions. *(For a more detailed job description go to: <http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>.)*

QUALIFICATIONS: **Accountant I:** Graduation from an accredited four-year college or university with a bachelor's degree in accounting, finance, or closely related field **OR** four years of advanced bookkeeping experience and/or governmental accounting experience or finance experience of which at least two years must have involved responsibility for the more difficult bookkeeping tasks including the preparation of worksheets, financial statements, and the classification of items for proper entry, etc.

Accountant II: Must meet the qualifications for and Accountant I **AND** at least one year as an Accountant I or comparable experience.

SALARY RANGE: (Semi-monthly) The minimum starting salary is \$1,191.50; however salary will be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals interested in the Accountant position **must complete and submit** the Patrol's on-line application on or before the deadline of September 24, 2010. Resumes will not be accepted in lieu of the application. Please visit our website at www.mshp.dps.mo.gov to complete our **on-line** Application for Civilian Employment (ACE).

Individuals who have completed a paper application for a position within the last twelve months must complete a new on-line application in the ACE system.

Current Patrol employees who meet the minimum qualifications may apply through the Human Resources Division by submitting an intradepartmental letter of application and resume through channels prior to the application deadline.

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Interview boards are tentatively scheduled for the week of October 4, 2010. The tentative start date for this position is within 30 days of the interview.

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.

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, national origin, age, disability status, or any other non-merit factor.

*****Missouri State Highway Patrol***
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