

Opening Date: November 14, 2014

Closing Date: December 1, 2014



DIVISION OF DRUG AND CRIME CONTROL
Missouri State Highway Patrol

JOB OPPORTUNITY BULLETIN

TITLE: ACCOUNTANT I or II

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DESCRIPTION: This Accountant I or II position is assigned to Division of Drug and Crime Control within the Missouri State Highway Patrol. 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: An employee in this position maintains the financial records for the Division of Drug and Crime Control. Work will involve conducting forensic audits to provide assistance to investigators on financial crimes, audits on money assigned to narcotics officers and field investigators, computing and submitting overtime hours, payment of division bills. The employee will also work with criminal investigators in investigating complex financial crimes. Work is reviewed for overall standards of performance, compliance with state, departmental or agency directives; however, the employee is expected to exercise considerable 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 OR four years of varied, double-entry bookkeeping experience and/or governmental accounting 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. (Successful completion of a full one-year course in accounting from an accredited college or university or its equivalent in recognized business college may be substituted on a year-for-year basis for a maximum of two years of general experience.) **Accountant II:** Graduation from an accredited four-year college or university with a bachelor's degree in accounting OR four years of varied, double-entry bookkeeping experience and/or governmental accounting 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. (Successful completion of a full one-year course in accounting from an accredited college or university or its equivalent in a recognized business college may be substituted on a year-for-year basis for a maximum of two years of general experience.), AND at least one year as an Accountant I or comparable experience. Preference may be given to applicants with auditing experience.

SALARY RANGE (Semi-Monthly): The minimum starting salary is \$1,236.50; however salary may be commensurate with experience.

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APPLICATION PROCEDURE: Individuals interested in this Accountant I or II position must submit the Patrol's on-line application prior to the application deadline of December 1, 2014. Resumes will not be accepted in lieu of the application. Applicants with the necessary educational qualifications must also submit a copy of their college transcripts, which can be uploaded and attached to the application. Please visit our website at www.mshp.dps.mo.gov to complete an on-line [Application for Civilian Employment \(ACE\)](#). Individuals who have previously completed an application must access their profile in the ACE system to re-apply.

Current Patrol employees who meet the minimum qualifications may apply through the Human Resources Division by submitting an intradepartmental letter of application (SHP-15C) and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of December 8, 2014. 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.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a Patrol administered drug test and favorable background investigation.

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, age, national origin, veteran status, ancestry, sexual orientation, or disability.

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