

Opening Date: May 10, 2011

Closing Date: May 23, 2011

JOB OPPORTUNITY BULLETIN

MISSOURI STATE HIGHWAY PATROL BUDGET AND PROCUREMENT DIVISION

TITLE: Fiscal and Budgetary Analyst I, II, or III
(Accounts Payable and Accounts Receivable)

LOCATION: General Headquarters
Jefferson City, Missouri

FACILITATOR: Amanda Renn
(573) 526-6334
amanda.renn@mshp.dps.mo.gov

DESCRIPTION: This Fiscal and Budgetary Analyst 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 an entry-level to advanced position where the employee examines monthly expense reports, purchase orders, invoices, and supporting documentation for accuracy and compliance with state regulations. The employee also plans, directs and maintains the accounting system for Canteen Fund, Revenue Transmittals, Transmittal of Collections, (e.g., DWI Recoupments, Witness Fees, Damage/Loss of State Property, etc.). The employee ensures that proper fund, appropriation, and object codes are assigned. The employee uses the SAM II on-line financial system to enter documents and conduct research for purchasing, payment, and budget information. The employee also examines and approves expenditures for accountability on uniform expense reports and maintains complex financial records, files, and ledgers. Work is performed under close supervision within the framework of well-established rules and procedures.

(For a more detailed job description go to:

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>.)

QUALIFICATIONS/SALARY INFORMATION:

Fiscal and Budgetary Analyst I: Graduation from high school or possess a GED and three years of responsible office or clerical experience. *The minimum starting salary is \$1,081.00 (semi-monthly); however salary may be commensurate with applicable experience and education.*

Fiscal and Budgetary Analyst II: Graduation from high school or possess a GED and one year of experience as a Fiscal & Budgetary Analyst I or comparable experience. *The minimum starting salary is \$1,116.00 (semi-monthly); however salary may be commensurate with applicable experience and education.*

Fiscal and Budgetary Analyst III: Graduation from high school or possess a GED and two years of experience as a Fiscal and Budgetary Analyst I or one year of experience as a Fiscal and Budgetary Analyst II or comparable experience. *The minimum starting salary is \$1,191.50 (semi-monthly); however salary may be commensurate with applicable experience and education.*

APPLICATION PROCEDURE: Individuals interested in the Fiscal and Budgetary Analyst position, **must submit** the Patrol's on-line application prior to the application deadline of May 23, 2011. Resumes will not be accepted in lieu of the application. Please visit our website at www.mshp.dps.missouri.gov to complete an **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.

Opening Date: May 10, 2011

Closing Date: May 23, 2011

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.

Interview boards are tentatively scheduled for the week of May 31, 2011. 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 a 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***
General Headquarters
1510 E. Elm Street, P.O. Box 568
Jefferson City, MO 65102-0568
Phone/TDD (573) 751-3313
Fax (573) 751-9924**