

POSTING DATE: June 14, 2019

CLOSING DATE: June 27, 2019



BUDGET AND PROCUREMENT DIVISION

MISSOURI STATE HIGHWAY PATROL

CAREER OPPORTUNITY BULLETIN

JOB ID: 1009

TITLE: CHIEF ACCOUNTANT (ACCOUNTING SPECIALIST III)

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DESCRIPTION: An Accounting Specialist position exists within 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 exempt under the Fair Labor Standards Act.

POSITION SUMMARY: An employee in this position performs advanced professional accounting and managerial work, and is responsible for coordinating all financial activities related to federal grants, and accounts payable/accounts receivable. The position also plays a key role in the Missouri State Highway Patrol's annual operating budget. General supervision is provided by the immediate supervisor to ensure conformance with established rules, policies, and procedures.

Click [HERE](#) for a more detailed job description.

QUALIFICATIONS: **Accounting Specialist III:** Graduation from high school or possess a GED and two or more years of experience as an Accounting Specialist II, or related experience or possess a Bachelor's degree from an accredited college or university with an emphasis in Accounting, Business Administration, or related field, AND at least six years of professional business or governmental accounting experience.

NECESSARY SPECIAL REQUIREMENTS: Must complete the Patrol's supervisory course within one year of appointment as an Accounting Specialist III.

SALARY RANGE (Semi-monthly): The minimum starting salary is \$2,035.50; however, salary may be commensurate with experience.

APPLICATION PROCEDURE: Individuals, including current Patrol employees, interested in this position must visit our website at www.mshp.dps.mo.gov to complete and submit an [application](#) prior to the application deadline. Applicants with the necessary educational qualifications must also upload a copy of their college transcripts to the online application system. Resumes will not be accepted in lieu of the application. Individuals who have previously completed an application must access their profile in the system to re-apply.

Interview boards are tentatively scheduled for the week of July 15, 2019. The tentative start date for this position is within 30 days of the interview.

ADDITIONAL INFORMATION: 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.

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

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.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

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**

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