

POSTING DATE: May 21, 2021

EXTENDED CLOSING DATE: June 17, 2021



CRIMINAL JUSTICE INFORMATION SERVICES DIVISION

MISSOURI STATE HIGHWAY PATROL

CAREER OPPORTUNITY BULLETIN

JOB ID: 1466

TITLE: ACCOUNTING CLERK/ACCOUNTING TECHNICIAN

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DESCRIPTION: Two Accounting Clerk/Accounting Technician positions exist within the Missouri State Highway Patrol's Criminal Justice Information Services Division. The official domicile for these positions are Jefferson City, Missouri. These positions are classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: **Accounting Clerk:** An employee in this class performs a variety of moderately complex bookkeeping tasks and related clerical work in preparing, recording, and examining financial records within a component. Duties include posting entries in ledgers, examining and coding financial documents, balancing operations and arithmetic computations of financial data in accordance with existing procedures. **Accounting Technician:** This is a specialized position where the employee prepares and examines monthly expense reports, purchase orders, invoices, and supporting documentation for accuracy and compliance with state regulations. The employee ensures that proper fund, appropriation, and object codes are assigned. The employee uses SAM II on-line financial system to enter documents and conduct research for purchasing, payment, and budget information.

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

QUALIFICATIONS: **Accounting Clerk:** Possession of a high school diploma or equivalent and at least one year of experience in business or governmental financial recordkeeping, or related experience. **Accounting Technician:** Possession of a high school diploma or equivalent and two or more years of experience as an Accounting Clerk; or at least two years of business or governmental accounting experience (at or above the level of Accounting Clerk) including the processing of financial data, or related experience.

SALARY RANGE (Semi-monthly): The minimum starting salary is \$1,131.00; however, salary may be commensurate with experience.

APPLICATION PROCEDURE: Individuals, including current Patrol employees, interested in these positions must visit our website at <https://statepatrol.dps.mo.gov/> to complete and submit an [application](#) prior to the application deadline. 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 June 28, 2021. 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. The Missouri State Highway Patrol is a Drug Free Workplace.

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.