

POSTING DATE: January 19, 2022

CLOSING DATE: Open Until Filled



BUDGET AND PROCUREMENT DIVISION

MISSOURI STATE HIGHWAY PATROL

CAREER OPPORTUNITY BULLETIN

JOB ID: 1662

TITLE: ACCOUNTING GENERALIST I OR II - ACCOUNTING SPECIALIST I OR II

DESCRIPTION: An Accounting Generalist/Specialist position exists within the Missouri State Highway Patrol's Budget and Procurement Division. The official domicile for this position is Jefferson City, Missouri. These positions are classified as non-exempt under the Fair Labor Standards Act. Click [HERE](#) to view our employee benefits.

This position may be eligible for teleworking.

POSITION SUMMARY: **Accounting Generalist:** This is professional work in the receipt, examination, analysis, processing, and tracking of accounting related activities to ensure accuracy and compliance with procedures and regulations. The employee provides technical guidance to individuals performing related functions. The employee also maintains complex financial records, files, and ledgers. Work is performed under close supervision within the framework of well-established rules and procedures.

Accounting Specialist: This is professional accounting work in the interpretation and application of conceptual accounting principles and techniques. This position also assists in the planning, implementation, and coordination of activities for the Patrol's budget, report preparation, and fiscal note administration. Work is reviewed for overall standards of performance and for compliance with Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB), as well as federal, state, departmental or agency directives; however, the employee is expected to exercise discretion and judgment in making decisions.

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

QUALIFICATIONS: The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.

Please see individual job descriptions of an Accounting Generalist I, Accounting Generalist II, Accounting Specialist I, and Accounting Specialist II.

SALARY RANGE (Semi-monthly): The minimum starting salary is \$1,462.00; however, salary may be commensurate with experience.

APPLICATION PROCEDURE: Individuals, including current Patrol employees, interested in this position must visit our website at <https://statepatrol.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.

The tentative start date for this position is within 30 days of the interview.

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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.

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.

FACILITATOR: Rachael Caldwell
(573) 526-6224
rachael.calwell@mshp.dps.mo.gov