

Posting Date: October 23, 2025



Closing Date: Until Filled

BUDGET AND PROCUREMENT DIVISION

CAREER OPPORTUNITY BULLETIN

JOB ID: 2748

ACCOUNTING JOB FAMILY

POSITION AVAILABLE: Accounts Assistant

SALARY RANGE (semi-monthly): The minimum starting salary for a Accounts Assistant is \$1,727.00; however, salary may be commensurate with experience.

Click [HERE](#) to view our employee benefits.

OFFICIAL DOMICILE: Jefferson City, Missouri

POSITION DESCRIPTION: This vocational position is accountable for maintaining specialized accounting record systems including resolving errors, balancing accounts and records, and preparing reports. Employees perform routine analysis, research and resolve problems, provide financial information, and also help accounting staff solve technical issues. Tasks may include producing routine financial reports using established formats and precedents. At this level, employees monitor and provide information about a variety of fiscal areas (e.g. grants, budgets, benefits, etc.) and analyze transactions to determine if complex accounting entries are accurate. Employees are also accountable for reviewing and processing complicated or contested transactions (e.g. payroll, accounts receivable/payable, travel expenses, collections, etc.). This position is classified as non-exempt under the Fair Labor Standards Act.

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

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. Positions requiring educational qualifications require all interested applicants to 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.

Interviews will be scheduled as applications are reviewed.

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.



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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: Garta Distler

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