



Department of Economic Development

An Equal Opportunity Employer

CAREER OPPORTUNITY

HUMAN RESOURCES

301 W High Street, Suite 870A
Jefferson City, MO 65102

Interested candidates should:

Email cover letter, current resume, transcripts, and contact information for 3 professional references to:

Leah.Norment@ded.mo.gov

Screening to begin immediately

Closing Date: September 10, 2019

Effective August 28, 2019, the Missouri Department of Higher Education and DED’s Division of Workforce Development are transforming to become the nation’s leader in preparing the workforce for the future. This combination will redefine Missouri’s approach to postsecondary opportunities and increase the range of options available to citizens after they graduate from high school. Join our team during this historic time to develop the workforce of the future!

Accounting Generalist

LOCATION: Department of Higher Education and Workforce Development – Jefferson City, MO

TRAVEL: Approximately 10-20% (statewide)

SALARY: \$32,000 - \$34,000

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential function of the job with or without reasonable accommodations.

- Analyze data collected on various monthly and quarterly reports
- Coordinate with ITSD data imports and extractions
- Prepare/Review Quarterly Federal Expenditure Reports
- Maintain knowledge and ensure compliance with federal and state rules and regulations regarding contracting
- Maintain knowledge of and ensure compliance with state procurement rules
- Assist with the compilation and preparation of monthly financial reports
- Responsible for reviewing and verifying compliance of invoices, grants payments, expense reports, and out of state travel requests within the Department
- Responsible for following departmental travel policies and assist with compliance auditing for monthly expense reports to ensure accordance with state and department policies and procedures
- Demonstrate regular and reliable attendance
- Perform other related work as assigned

COMPETENCIES:

Financial Management	Technical Knowledge	Computer Literacy	Customer Service
Problem-Solving	Perceptiveness	Organization	Written/Verbal Communication
Teamwork	Strategic Thinking	Planning	Self-Direction
Results Oriented	Flexibility	Accountability	Vision

QUALIFICATIONS:

- Two or more years of experience as an Accounting Technician with the Missouri Uniform Classification and Pay System; and possession of a high school diploma or proof of high school equivalency; OR,
- A Bachelor’s degree from an accredited college or university with a minimum of 15 earned credit hours in Accounting.
- *(Business or governmental accounting experience (at or above the level of Accounting Clerk) including the processing of financial data may substitute on a year-for-year basis for deficiencies in the required college education.)*

View all job openings with the Department of Economic Development at www.ded.mo.gov

EOE:F/M/V/D