Accounting Clerk
LOCATION: Jefferson City, MO
SALARY: $28,000 - $30,000

Interested candidates should: Email a cover letter, resume, contact information for three professional references, and a copy of official transcripts to DHEWDHR@dheid.mo.gov by 5:00 p.m. on October 29, 2019. Please indicate in your email the position title.

Please complete the Affirmative Action Survey at: https://dhewd.mo.gov/employment/documents/DHEWD-affirmativeaction.pdf and return along with your application materials. This survey is VOLUNTARY and in no way affects individual applicants. This data assist the department in analyzing affirmative action statistics.

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 accommodation.

- Review and process large volume of invoices for payment in the state accounting system (SAMII) and Missouri Buys system
- Review invoices for accuracy and compliance with State and Federal policies and procedures
- Forward the proof of payment to appropriate staff/vendor
- Reconcile invoices and expenditures monthly
- Process supply orders for the job centers throughout the State of Missouri
- Review and process copier invoices using Missouri Buys system
- Review and submit tickets to ITSD related to the telecommunication system for the job centers and central office staff
- Process monthly invoices for the telecommunication charges
- Perform other related work as assigned
- Demonstrate regular and reliable attendance

COMPETENCIES:
Self-direction        Detail Oriented        Customer Service
Technical Knowledge  Problem-solving        Accountability
Computer Literacy   Flexibility            Teamwork
Perceptiveness      Planning              Written & Oral Communications

QUALIFICATIONS:
- One or more years of business or governmental financial recordkeeping experience including mathematical computations; and possession of a high school diploma or proof of high school equivalency.
- (30 earned credit hours from an accredited college or university which includes three earned credit hours in Accounting may substitute for the required experience).