

**Special Projects Officer III, Finance Assistant**  
Administration

Starting annual salary: \$31,201.12

Application deadline: April 23, 2021

This position is in the finance office of the Mississippi Department of Archives and History.

Responsibilities of this position will include assisting and providing support to staff within the finance office.

Job duties include, but are not limited to:

- Processing and reconciling deposits
- Preparing checks for transfer from clearing accounts to State Treasury
- Recording deposits and disbursements into Quicken
- Reconciling of monthly bank statements to Quicken ledgers
- Making transfers of monthly sales taxes to MDOR
- Disbursing petty cash
- Maintaining filing system

Applicant should demonstrate:

- Strong written and oral communications skills and the ability to pay close attention to detail
- Positive outlook, flexibility, and ability to balance multiple assignments and priorities.

Education and experience must meet one of the following criteria:

- Master's degree from an accredited four-year college or university in a related field and three years related experience, two years of which must include line or functional supervision.
- Bachelor's degree from an accredited four-year college or university in a related field, and four years experience related experience, two years of which must include line or functional supervision.
- Graduation from a four-year high school or equivalent (GED or High School Equivalency Diploma) and eight years related experience, two years of which must include line or functional supervision.

To apply for this position, submit an online application via the Mississippi State Personnel Board, [linked here](#). For more information, contact the MDAH human resources office at 601-576-6865.

The Mississippi Department of Archives and History is an equal opportunity employer.