

About the Position: The Office of Health Services- Genetics Bureau is seeking to fill the *Accountant I position*.

This first level Accountant will support the Genetics Bureau with emphasis on hospital billing and accounts management. The employee will inform the Bureau Director on all aspects and phases of programs billing, accounts examination, reconciliation, analysis, and data and records interpretation. At this level, the employee will apply accounting and technical knowledge to ensure quality assurance, planning, and account reviews. This role will share moderate program responsibilities to ensure quality in reflecting and interpreting financial data and information in accordance with general government accounting requirements, with the use of best practices. This position will apply basic accounting principles, review fiscal transactions to include payroll, accounts payable/receivable, inventory, collections, with general and government accounting practices, in compliance with agency policy and procedures. Finally, the employee will reconcile accounting reports and conduct basic or routine analysis of agency fiscal data.

What You’ll Need to be Successful: The employee in this position will need to execute program goals and provide support to program employees, including first level financial forecasting and accounts evaluation, and proactively develop a method of evaluation to assess program accounts. In addition, produce accurate and timely financial assessment(s) and feedback throughout the program’s lifecycle. Must be able to adapt to ever-changing program demands, and promote the highest standards consistent with the mission, values, priorities, goals, and resources of MSDH, with use of best practices.

**Salary: $40,286**

**Location:** Hinds County (District V); County Code 25

Qualifications: This position typically requires a bachelor’s degree with 0-2 years of experience.

**How to Apply:** Interested applicants should submit a State of Mississippi Employment ([https://www.mspb.ms.gov/media/6595/application%20word%template.pdf](https://www.mspb.ms.gov/media/6595/application%20word%25template.pdf))

Mississippi State Department of Health

Office of Health Services

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To learn more about the Mississippi State Department of Health, please visit our website @ <https://msdh.ms.gov/>