



MISSISSIPPI STATE DEPARTMENT OF HEALTH

About the Position: The Mississippi State Department of Health, Office of Health Services - Genetics Bureau is seeking to fill an Accountant I position in Hinds County.

Job Responsibilities: This first level Accountant will support the Genetics Bureau with emphasis on hospital billing and accounts management. Will be responsible for informing 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, will reconcile accounting reports, and conduct basic or routine analysis of agency fiscal data. 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.

To be Successful: Successful employees need to have excellent multitasking, organizational, leadership and communication skills. Employees must prioritize work to meet deadlines and be an effective team player. Ability to develop good rapport with patients and the public. Need to have knowledge of MSDH programs and use that knowledge effectively to assist clients and/or patients.

Salary Range: \$49,991.76

Schedule: 40 hours/week

Location(s): Hinds County

Preferred Qualifications: Typically requires a Bachelor's Degree and 0-2 years of experience.

Reference Job Action # 18271

How to Apply: Interested applicants should submit: 1.) Cover letter indicating the location(s) for which he/she is applying; 2.) State of Mississippi Employment Application and/or résumé through [MSDH Online Application](#).

MSDH is an Equal Opportunity Employer