



## JOB ANNOUNCEMENT

### **EXECUTIVE I** **Division of Finance and Administrative Services**

The Division of Finance and Administrative Services (DFAS)/North Region is seeking applications for the position of Executive I in Jefferson City.

#### **JOB DUTIES:**

- **Book orders** - obtain information from local offices of books needed, put them out on bid with book contract vendors and verify the lowest bids and award orders accordingly
- **Cell phones** – maintain share drive lists, process upgrades, and any other changes requested
- **Compliance reviews** – assist in completing Compliance and Quality Control reviews annually
- **Financial reviews** - conduct financial compliance reviews at various locations statewide.
- **Copiers** – work with requesting agencies to purchase a copier to meet their office needs, solicit bids from vendors, and process the orders to vendors
- **DSS physical inventories** – complete annually for Division of Youth Services sites and on a rotational basis for other DSS agencies; complete SAMII report reconciliations
- **Gov deals** – coordinate information to surplus vehicles
- **Local bids for commodities** – receive Contract Action Request and Approval forms from the requesting agency and go through all necessary steps to get the commodity desired, following internal and departmental policies and purchasing procedures
- **Postage meters** – process rental and maintenance information based on current contracts or work with purchasing liaison to get offices set up to use stamps.com
- **Purchasing requests (DBF1s)** – review requests for accuracy and complete information (verifying against state contracts) before getting approvals and sending orders to vendors
- **Share drive** – record and retrieve information as needed from the DFAS share drives
- **Support** - Interact with agency staff regarding contracts and purchasing related issues
- **Training for clerical staff** – support agency offices with training clerical on DFAS procedures
- **Vehicle expense logs** – verify for needed information for each vehicle assigned to the North Region, notify and resolve any discrepancies with field staff, and entry into the state fleet management system
- **WEX invoices** – review for accuracy and completeness before forwarding to DFAS accounts payable for payment processing
- **Travel** – mandatory travel 1-2 days a month throughout the state, including some overnight stays.
- Performs other related work as assigned

#### **QUALIFICATIONS:**

(The following requirements will determine merit system eligibility, experience and education ratings, and may be used to evaluate applicants for Missouri Uniform Classification and Pay System positions not requiring selection from merit registers. When practical and possible, the Division of Personnel will accept substitution of experience and education on a year-for-year basis.)

A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Accounting, Public or Business Administration, or a closely related field.

OR

Four or more years of clerical experience in fiscal or budgetary controls, procurement, accounting or bookkeeping, or closely related areas, including two or more years in a supervisory or semi-technical capacity (at or above the level of a Senior Office Support Assistant, Account Clerk II, or Storekeeper I); and possession of a high school diploma or GED certificate.

*(Earned credit hours from an accredited college or university may substitute on a year-for-year basis for a maximum of two years of the required general experience at a rate of 30 earned credit hours for one year. An additional 30 earned credit hours from an accredited college or university may substitute for a maximum of one year of the required specialized experience.)*

**SALARY RANGE:** \$1,274 - \$1,317 Semi-Monthly

**TO APPLY:** Please send your resume, transcript, cover letter and completed DSS application <http://dss.mo.gov/hrc/pdf/mo886-1315.pdf> to [brenda.s.becker@dss.mo.gov](mailto:brenda.s.becker@dss.mo.gov).

**RECRUITMENT AREA:** Accepting applications from all qualified applicants.

**APPLICATION DEADLINE:** Deadline for applications is September 21, 2017. Applications will be subject to review prior to scheduling interviews.

**DSS IS AN EQUAL OPPORTUNITY EMPLOYER**