



JOB ANNOUNCEMENT

EXECUTIVE I

Division of Finance and Administrative Services

The Division of Finance and Administrative Services/FACES Payment Unit is seeking applications for the position of Executive I in Jefferson City.

JOB DUTIES:

- The person in this position will be able to apply policies, federal and state statues/regulations, maintain working knowledge of Children's Division (CD) program operations as they relate to financial management.
- This position will be responsible for processing CD program payments, KIDS accounts and/or process the recoupment of overpayments, contingent upon assignment.
- This person will provide technical assistance to agency staff regarding FACES payment questions, KIDS accounts and/or overpayments and will serve as a Statewide Payment Specialist for all CD/DFAS FACES payment unit's responsibilities.

QUALIFICATIONS:

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 proof of high school equivalency.

(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 - \$1,317.00 Semi-Monthly

TO APPLY: Please complete the DSS application <http://dss.mo.gov/hrc/pdf/mo886-1315.pdf> , submit a cover letter, resume and copies of official transcripts to brenda.s.becker@dss.mo.gov.

RECRUITMENT AREA: Accepting applications from all qualified applicants within the Department of Social Services.

APPLICATION DEADLINE: Deadline for applications is September 28, 2018. Applications will be subject to review prior to scheduling interviews.

DSS IS AN EQUAL OPPORTUNITY EMPLOYER