



## JOB ANNOUNCEMENT

### **Senior Office Support Assistant Position** **Division of Finance and Administrative Services**

The Division of Finance and Administrative Services is seeking applications for the position of Senior Office Support Assistant in Jefferson City (Cole County). The work hours for this position are 8:00 to 5:00.

#### **JOB DUTIES INCLUDE:**

- Responsible for the initial review and entry of Department of Social Services (DSS) vendor and employee travel payments, which includes:
  - Review documents for accuracy and completeness.
  - Prior to entering the payment, examine invoices to check mathematical extension and to see if invoice is in accordance with established agency policies/procedures.
  - Enter payment in SAMII Financial under the proper document type.
  - Determine proper vendor code and ensure vendor remit to information matches in system and on invoice.
- Correspond with field office staff as needed regarding questions or issues with invoices, payments, or employee expense accounts.
- Correspond with DSS vendors to assist setting them up in the DSS accounting system.
- Serve as a backup for other Accounts Payable staff on duties such as mail, filing, and answering phones
- Other duties as assigned.

#### **QUALIFICATIONS:**

Two or more years of clerical support experience as an Office Support Assistant with the Missouri Uniform Classification and Pay System; and possession of a high school diploma or proof of high school equivalency. OR

Three or more years of experience in clerical or general office support work; and possession of a high school diploma or proof of high school equivalency.

**SALARY RANGE:** \$1064 - \$1097.50 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](mailto:brenda.s.becker@dss.mo.gov).

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

**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**