



JOB ANNOUNCEMENT

Executive II Family Support Division September 5, 2018

The Family Support Division (FSD) is seeking candidates to fill an Executive II position located at 615 Howerton Court, Jefferson City, Missouri. This position will report directly to Jennifer Loveall, FSD Fiscal Unit, and is responsible for daily analysis of fiscal operations and coordination with FSD Executive Staff and Program Managers, Department Staff, other DSS Division Staff and Support Agencies for review and reporting of current practices to ensure the accurate and efficient use of all agency resources.

JOB DUTIES: Duties include, but are not limited to:

Staffing/Critical Hire Analysis:

- Quarterly assessment of the fiscal reporting structure for all FSD staff to ensure employees are coded properly to identify work location, org, cost pool code and reporting categories. Errors that are identified are reported to the MAS II or Fiscal Liaison for review.
- Schedule monthly critical hire meetings and compile requested critical hire needs of each program.
- Maintain the FSD Approvals spreadsheet with approved positions from critical hire meetings. Coordinate with HR staff to ensure that updates are provided timely to track the hiring process for each approved position.
- Work with HR and Fiscal staff on vacancy requests reconciling hiring approvals to current vacancies and prepare for approval and submission.

FSD Financial:

- Review and submit agency invoices to be processed for payment. Coordinate with agency staff and DFAS to resolve payment issues. Provide support to agency staff to ensure expenditures throughout local offices are properly coded for processing.
- Coordinate with FSD Director's Office staff to ensure timely processing of all FSD invoices.
- Review requests for equipment. Assess based on needs of individual, office, program, and agency needs. Utilize resources for existing equipment, identify cost-effective alternatives, and maximize financial resources available. Track approvals for all purchases made with DSS Funds through OA-IT Appropriations by FSD program.
- Complete assessment of equipment statewide. Assess equipment needs statewide evaluating operations to ensure effective use of all resources. Coordinate with DFAS and FSD Director's Office staff to complete agency assessment as requested when department wide evaluation of resources arises.
- Track costs, both initial and ongoing, for copier approvals by office location.
- Analyze and develop a tracking method for all Telecommunication invoices including 1-800 numbers.
- Coordinate and provide support for special reports tracking.
- Assist MAS II with facilities and fleet vehicle issues, tracking and re-organization efforts.

Fiscal Review and Oversight:

- Coordination with FSD Management, Program and Policy Staff, and DFAS to review and evaluate budget forms, appropriation summaries, annual reports, legislative fiscal notes, and rule reviews.
- Coordinate and assist in reviewing fiscal contracts, annual reports, and state plans.

QUALIFICATIONS: One or more years of experience as an Executive I, Accountant I, or Supply Manager I with the Missouri Uniform Classification and Pay System; and possession of a high school diploma or proof of high school equivalency. **OR** 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; **and**, One or more years of professional or technical experience in the administration of fiscal or budgetary controls, procurement, accounting or bookkeeping, or closely related areas. *(24 earned graduate credit hours from an accredited college or university in the specified areas may substitute for the required experience.) (Clerical experience in fiscal or budgetary controls, procurement, accounting or bookkeeping, or closely related areas will substitute on a year-for-year basis for the first two years of college; experience in the areas listed above in a supervisory or semi-technical capacity (at or above the level of a Senior Office Support Assistant, Account Clerk II, or Storekeeper I) may substitute on a year-for-year basis for deficiencies in the required college education.)*

Desired Skills:

- Requires knowledge of basic fiscal functions, including expenditure coding and claiming.
- Requires ability to proficiently use Microsoft Outlook, Word, Excel, Access, Web Focus, Sam II Financial, Adobe Acrobat Pro
- Requires ability to operate PC, Scanner, Fax
- Requires review to ensure work is accurate, presentable, timely and print ready
- Excellent communication skills as communication is required with high stake partners, legislators, Department and Division executives
- Identify available resources to complete projects
- Ability to establish work processes, timelines and goals independently

ANNUAL SALARY RANGE: Annual salary range is \$35,640.00 - \$55,392.00

RECRUITMENT AREA: Accepting applications from all qualified applicants.

TO APPLY: Individuals who meet the required qualifications as specified above and are interested in this position must fill out the DSS application (<https://dss.mo.gov/hrc/pdf/mo886-1315.pdf>), resume and any applicable transcripts by email or fax to Toni Nichols at (573) 751-4723 or Toni.Nichols@dss.mo.gov. When emailing your application to Ms. Nichols, please specify which position and county you are applying for.

APPLICATION DEADLINE: September 19, 2018 by 5:00 pm

Applications will be subject to review prior to scheduling interviews

DSS IS AN EQUAL OPPORTUNITY EMPLOYER