



MISSOURI PUBLIC SERVICE COMMISSION

JOB OPPORTUNITY

ACCOUNTING TECHNICIAN

The Public Service Commission is seeking a highly skilled, detail-oriented individual to perform professional level accounting duties. Duties include performing accounts payable and related technical functions for the agency utilizing the automated statewide accounting system (SAMII) for the agency's expense and equipment budget; auditing expense reports; examining and assigning cost distributions for payment of invoices; preparing financial reports detailing agency expenditures; and maintaining agency fiscal records. This individual will also provide technical assistance and interpretation to agency management and staff regarding state and agency policies, procedures and guidelines and state travel regulations.

Substantial knowledge and experience with SAM II financial areas and related policies and procedures is required. Working knowledge and experience with MissouriBUYS is preferred. Individual must possess a working knowledge of state financial management, appropriation, and fund and budget procedures. Must have the ability to perform detailed work using statistical and financial data and prepare complete and accurate accounting reports and statements in a timely manner.

QUALIFICATIONS: Two (2) or more years of business or governmental accounting experience at or above the level of Accounting Clerk. Working knowledge of office methods and procedures and good communication skills are a must. Proficiency in Excel spreadsheet applications is required. Experience with Word and Access is preferred.

Annual salary range for an Accounting Technician is \$29,368 - \$38,320. Send an application, resume, and a copy of each transcript from all colleges/universities attended by 5:00 pm **January 18, 2019** to: MO Public Service Commission, **Reference #AD020119** P.O. Box 360, Jefferson City, MO 65102 or via e-mail to pscjobs@psc.mo.gov. For additional information, visit http://psc.mo.gov/General/Career_Opportunities.

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