



MISSOURI PUBLIC SERVICE COMMISSION

JOB OPPORTUNITY

ACCOUNTANT I

The Public Service Commission is seeking a skilled, detail-oriented individual to perform professional level accounting duties involving a Centralized Travel Desk within the agency. Responsibilities include making official business travel arrangements for staff utilizing a state-issued procurement card. In addition to Travel Desk duties, this individual will also perform duties such as analyzing and coding invoices, processing accounts payable and purchasing documents utilizing the automated statewide accounting system (SAM II), and maintaining agency accounts and related fiscal records. This individual will also provide technical assistance and interpretation to agency staff regarding State and agency travel policies, procedures and guidelines, and State travel regulations.

Applicant must have substantial knowledge of State of Missouri travel policies and travel regulations and should have experience with the SAM II areas of accounts payable and purchasing and related financial policies and procedures; should possess experience working with a state-issued procurement card; and must have the ability to work in a fast-paced environment, perform tasks in a timely manner and meet specified deadlines as assigned.

Qualifications: Graduation from an accredited four-year college or university with a degree in Accounting or four years of governmental accounting experience at the level of Account Clerk II. 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.

Starting salary range is \$29,172 - \$30,168 annually with a potential increase at the end of a successful probationary period. To be considered for this position, please send an application, resume and a copy of all college transcripts by 5:00 pm **September 6, 2013** to: MO Public Service Commission, **Reference # AD020913**, P.O. Box 360, Jefferson City, MO 65102 or via e-mail to pscjobs@psc.mo.gov. For additional information visit www.psc.mo.gov.

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