



MISSOURI PUBLIC SERVICE COMMISSION

JOB OPPORTUNITY

TEMPORARY ACCOUNTANT I

The Public Service Commission is seeking a skilled, detail-oriented individual to work on a temporary basis to assist in performing the accounts payable and procurement functions for the agency. Duties include receipt and examination of invoices and billing documents, allocating costs and coding payment documents appropriately, preparation and processing of purchasing and financial documents utilizing the statewide automated system (SAMII); receipt and processing vendor checks; filing and maintenance of correspondence relating to purchase orders and vendor payments; providing assistance with agency fixed asset records, preparing and maintaining various financial reports and initiating correspondence for fiscal-related matters.

Applicant should have knowledge of and experience with the state's SAM II financial areas and related policies and procedures; a working knowledge of state financial management, appropriation, fund and state travel regulations is preferred. Must have the ability to perform detailed work using statistical and financial data and prepare complete and accurate accounting reports in a timely manner.

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.

This position is a temporary Accountant I position and is not eligible for leave or health care benefits. The employee will be paid an hourly rate of \$14.03 and will work an average of 20 hours a week through February 28, 2013.

To be considered for this position, please send application, resume and transcripts by **August 13, 2012** to: MO Public Service Commission, **Reference Number AD050812**, P.O. Box 360, Jefferson City, MO 65102 or via e-mail to pscjobs@psc.mo.gov. For additional information visit <http://www.psc.mo.gov>.

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