

ASSISTANT ACCOUNTING OFFICER – JACKSON OFFICE

Summary: The Assistant Accounting Officer actively works in the accounting operations of the Agency. This includes assisting in the production and submission of scheduled reports and requests for funds, production and submission of contract billing, maintenance of an adequate system of accounting records and a comprehensive set of controls designed to mitigate risk. This position is also responsible for assisting in enhancing the accuracy of the agency's reported financial statements. They can provide work direction to all staff involved in the accounting process, including accounts payable, accounts receivable, inventory, depreciation, and compliance as requested by the Chief Accounting Officer. They assist in the coordination of all audits processes and help ensure all auditors have the information they need to render an accurate judgement of the agency's financial statements. The AAO must stay apprised of all the local, state, and federal tax laws and business regulations that affect the agency and sees that the agency operates within proper parameters.

Position Qualifications:

- A Bachelor's degree in accounting or finance;
- Minimum of 3 years of experience in a financial leadership position;
- Previous experience managing finance and accounting functions;
- Understanding of tax regulations and compliance;
- Experience navigating through complete technical research required;
- Strong proficiency in excel and fiscal accounting software required;
- Experience with MIP accounting system preferred but not required
- Strong communication and writing skills