



Closing Date: March 1, 2019

Missouri House of Representatives
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

TITLE: Accountant I

LOCATION: Missouri House of Representatives
Administration Division
Missouri State Capitol Building
Jefferson City, MO

STARTING SALARY RANGE: Starting salary range for the position begins at \$3,511 per month; however, actual starting salary commensurate with applicable education and experience.

DESCRIPTION: The Accountant I position is a professional, non-partisan, staff position in the House Administration Division. This position requires a high degree of accountability and accuracy in the verification, recording, maintenance, and processing of financial information related to staff and member business expenses and vendor payments. This position is full time and is eligible for Missouri state employee benefits.

RESPONSIBILITIES: This position is responsible for processing expense accounts, vendor payments, and other accounts payable and financial reporting functions in compliance with state and federal guidelines. This position is also responsible for maintaining accurate historical records of House Member expenditure records and current account balances.

QUALIFICATIONS: Applicants should have related accounting experience and knowledge of state accounting and travel regulations. Position requires excellent skills in the areas of verbal and written communication, attention to detail, organization, and customer service. Proficiency in Microsoft Office is required. SAM II experience is preferred. A bachelor's degree in accounting, business administration or related field is required. Years of related experience may be considered in lieu of the educational requirement.

APPLICATION PROCESS: Please send resume, application, letter of interest, and minimum salary requirement no later than Friday, March 1, 2019 to the MO House of Representatives, Administration Division, State Capitol Building, Room B22, 201 W. Capitol Avenue, Jefferson City, MO 65101, Attention: Accountant I. Documents may also be submitted electronically to househr@house.mo.gov. Additional information and the House Application for Employment may be found on the House website at www.house.mo.gov or by contacting the House Administration Division at 573.522.6855.

EQUAL OPPORTUNITY STATEMENT: The Missouri House of Representatives is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, sex, disability status, age, or other non-merit factor.