

### ***Accounting Manager-Internal Services Director***

The Mississippi Department of Information Technology Services (ITS) is seeking an experienced professional to serve as Internal Services Director. Reporting to the ITS Chief Administrative Officer, this position provides managerial and organizational oversight for the Internal Services Division. The role is responsible for agency-wide financial planning, budgeting, administrative services, and internal controls.

This position requires a thorough understanding of state and federal laws, rules, and regulations governing government accounting, cost reporting, and payment practices. Success in this role demands both technical expertise and innovative approaches to improve policies, procedures, and administrative directives.

#### ***Key Responsibilities:***

- Direct and oversee all financial operations of the agency including divisional and overall budget management.
- Manage daily agency operations such as invoice processing, purchasing, pass-through billing for technical services, accounts receivable, and inventory including fleet management.
- Oversee contract management across the agency from highly technical services (e.g., cloud, cybersecurity, staff augmentation) to facilities contracts (e.g., janitorial, landscaping).
- Serve as agency internal auditor by completing internal control assessments at least annually updating as required by new rules, regulations, and laws.
- Provide executive-level support for a sub-agency including budget submission, expenditure tracking, presentation of financial reports and updates, etc.

#### ***Minimum Qualifications:***

- Bachelor's or Master's degree in accounting, finance, business, or related field.
- At least 8 years of accounting and financial management experience with a Bachelor's degree or 7 years with a Master's degree.
- Experience must include agency operations, funding mechanisms, budget preparation and presentation, appropriations, and financial reporting.

#### ***Preferred Skills:***

- Strong proficiency in Excel, Access, and other reporting/analysis tools with the ability to create reports and dashboards.
- Experience with MAGIC, OBRS, and other state government systems.
- Professional certifications such as Certified Public Accountant (CPA), Project Management Professional (PMP), or Certified Public Manager (CPM).

***Benefits:***

- Insurance: Health, Life, Dental, Vision, other supplemental options
- Paid time off and state holidays
- State retirement plan through Public Employee Retirement Systems (PERS)
- Employee Assistance Program (EAP)
- Hybrid remote work policy for eligible employees

***Job Type:*** Full-Time (8 AM to 5 PM, Monday-Friday)

***Salary:*** \$74,308.36-\$101,430.91 per year

Interested applicants should email their resume to [recruiting@its.ms.gov](mailto:recruiting@its.ms.gov) with the subject line: ***Accounting Manager-Internal Services Director.***