



Hattiesburg Public Schools

301 Mamie Street
Hattiesburg, MS 39401
Phone: 601-582-5078
Fax: 601-583-7339

Accounting Supervisor

QUALIFICATIONS:

1. Bachelor's degree in accounting or related field, and related work experience
2. At least two years accounting experience
3. Knowledge of governmental accounting, budgeting, procurement, and financial reporting, and financial accounting systems
4. Knowledge of state and federal purchasing regulations
5. Ability to create and maintain extensive amounts of data and/or documentation in a highly organized manner and develop appropriate report formats
6. Ability to analyze, interpret and use data in decision-making
7. Ability to perform accurate mathematical computations
8. Ability to plan, organize, set priorities, and work independently
9. Ability to use considerable independent judgment
10. Ability to work under time constraints and deadlines, and shift when priorities change
11. Ability to communicate clearly orally and in writing
12. Ability to exhibit professionalism with district staff, vendors and the public
13. Ability to handle sensitive and confidential information responsibly and with integrity
14. Proficient in the use of standard office equipment
15. Proficient in Microsoft Office and the ability to operate computerized accounting and spreadsheets
16. Ability to multitask
17. Ability to give attention to detail

SUPERVISES: Departmental staff as assigned staff

REPORTS TO: Chief Financial Officer

JOB GOAL:

Provide assistance in the timely and efficient administration of the fiscal affairs of the district and provide fiscal support to schools and departments.

Hattiesburg Public School District
Department of Human Resources

Apply online @ <https://www.applitrack.com/hattiesburg/onlineapp/>
Job Descriptions and Qualifications are listed within each job posting.

Closing Date: Until filled
An Equal Opportunity Employer