

The Mississippi Legislature
Joint Committee on Performance Evaluation
and Expenditure Review
(PEER COMMITTEE)

JOB ANNOUNCEMENT No. 109-04-21

APPLICATION DEADLINE: APRIL 28, 2021

Position:	Financial Analyst
Starting Salary:	\$64,500 (base salary; higher salary negotiable for individuals meeting minimum <u>and</u> preferred requirements)
Estimated Starting Date:	June 1, 2021
Geographic Location:	501 North West Street, Suite 301-A, Jackson, MS Employees must live within commuting distance.
Hours:	8:00 a.m.-5:00 p.m. Monday through Friday structured work schedule

Fringe Benefits Summary:

1. Paid personal leave and major medical leave. New employees receive 12 hours of personal leave per month and 8 hours of medical leave per month. There are no restrictions in accumulating personal and medical leave.
2. Employees receive paid time off or compensatory time for 10 state holidays per year.
3. Group health insurance (base coverage) provided at no cost to the employee, with a value of \$4,668.
4. Life insurance with 50% of premium for employee paid by the state.
5. Defined benefit state retirement plan, with PEER contributing \$10,353 annually on behalf of the employee.
6. Continuing education and professional license expenses paid subject to approval.
7. Free parking.

PEER does not reimburse pre-employment interview transportation expenses, employment agency fees, or relocation expenses.

Duties and Responsibilities:

- Provides financial reporting and data analyses of Mississippi state or local agencies, programs, and contractors.
- Performs expenditure reviews of Mississippi state or local agencies and programs.
- Works independently or as a member of interdisciplinary teams in conducting program evaluations and expenditure reviews.
- Conducts compliance reviews (e.g., to determine whether agency management has complied with generally accepted accounting principles).
- Performs fiscal analyses to estimate changes to revenues and expenditures that would result from passage of a bill or resolution.
- Writes or assists in writing reports/ memoranda; Prepares professional work paper files.
- Prepares and presents briefings to legislators.
- Utilizes a high level of initiative, creativity, and judgment in conducting sensitive assignments.

Qualification Requirements

Required Minimums:

- Bachelor's degree from an accredited four-year college or university in business administration, accounting, finance, or a related discipline.
- Master's degree from an accredited four-year college or university in business administration, accounting, finance, or a related discipline. *(Individuals who will receive a master's degree by the end of the spring or summer 2021 semesters are encouraged to apply.)*
- Minimum overall GPA of 3.0 in educational degree program(s).

Preferred (in addition to the required minimums):

- Professional certification as a certified public accountant (CPA) or certified government financial manager (CGFM) or substantial progress in becoming certified within 18 months of employment.

Preferred Knowledge, Skills, and Abilities (Desired by PEER):

- Work experience in evaluating governmental agencies, preferably Mississippi state and local agencies, or in field research or inspection work with an agency or private firm similar to PEER.
 - Work experience in performing financial and/or compliance audits or experience in preparing financial reports and records for a public or private organization.
 - Strong analytical and problem-solving skills.
 - Ability to write clear and concise summaries of technical material.
 - Strong verbal communication skills, including public speaking.
 - Ability to remain objective in a political environment.
 - Familiarity and usage of personal computing resources. (PEER uses Macintosh computers and Microsoft WORD and EXCEL software.)
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To Apply:

To be considered, your application submission ***must*** include the following items:

- a) Current résumé.
- b) Completed PEER application form. (Located on the PEER website: peer.ms.gov)
- c) Transcript(s) of **all** college academic credits, specifically undergraduate and graduate credit, **with grade point averages clearly denoted (unofficial transcripts are permissible)**.

Send application documents to:

e-mail all of the documents required in “a” through “c” above to:

director@peer.ms.gov

Or

mail all of the documents required in “a” through “c” above to:

PEER Committee
Post Office Box 1204
Jackson, Mississippi 39215-1204
Attention: Job Announcement **109-04-21**

For mailed documents, enclose a self-addressed, stamped postcard for application receipt confirmation, should you desire confirmation.

PEER does not accept personal résumés or Mississippi State Personnel Board applications in lieu of the items listed above.

Evaluation of Applicants:

Applicants will be evaluated on the basis of the quality and extent of their total accomplishments, education, experience, and training only on information supplied. Applications will be reviewed for minimum qualification requirements by a staff resources board who will determine the extent to which each applicant possesses the appropriate knowledge, skills, abilities, and other personal characteristics required for the position. Those applicants deemed best qualified will be interviewed by PEER managers. The final selection decision will be made by the Director subject to the approval of the PEER Committee. Prospective employees will be subject to a background investigation of character, work experience, and job performance. If the Director finds no applicant satisfactory, the position will not be filled, and a new announcement will be issued.

THE PEER COMMITTEE IS AN EQUAL OPPORTUNITY EMPLOYER.