

The Mississippi Legislature
Joint Legislative Committee on Performance
Evaluation and Expenditure Review
(PEER Committee)
☎ (601) 359-1226

JOB ANNOUNCEMENT No. 117-01-2026

(Application Deadline: February 13, 2026)

Position: Assistant Finance/Business Administrator

Starting Salary: \$70,000

Estimated Starting Date: April 1, 2026

DUTIES AND RESPONSIBILITIES

- Reviews invoices and reconciles invoices to supporting purchasing documents.
- Makes payments to vendors.
- Maintains accounting records in accordance with state laws and regulations.
- Prepares financial and other reports for submission to the Department of Finance and Administration.
- Maintains personnel records.
- Maintains current information and forms regarding employment benefits and withholdings.
- Maintains payroll records for preparation of reports required of state and federal agencies.
- Purchases office supplies and maintains inventory.
- Oversees the office space for safety and compliance.
- Assist with the preparation of the budget request for submission.
- Maintains inventory of capital outlay items.
- Maintains petty cash.
- Performs other duties as assigned.

Location:

E.T. Woolfolk Office Building
501 North West Street
Suite 301-A
Jackson, MS 39201

Hours:

8:00 a.m. to 5:00 p.m.
Monday through Friday
structured work schedule

TO APPLY:

Send résumé, transcripts, and completed application (available at peer.ms.gov) via email to:

director@peer.ms.gov

or via mail to:

PEER Committee
Post Office Box 1204
Jackson, MS 39215-1204
Attention: Job announcement
117-01-2026

MINIMUM REQUIREMENTS

- Bachelor's degree from an accredited four-year college or university in accounting, business administration, or a related field.
- At least three years of relevant work experience.
- Proficiency with computers, preferably Macintosh computers. (WORD and EXCEL software).

Preferred (in addition to the required minimums):

- Experience in a finance or business administration role within a Mississippi state agency.
- Experience with the state's MAGIC and SPHARS systems.

FRINGE BENEFITS

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. Paid state holidays. 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 \$9,175 annually on behalf of the employee. (Optional deferred compensation and flexible spending plans.)
6. Professional license expenses paid subject to approval.
7. Free parking.

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.

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.

NOTES FOR APPLICANTS

- For mailed applications, enclose a self-addressed, stamped postcard for application receipt confirmation, should you desire confirmation.
- PEER does not reimburse pre-employment interview transportation expenses, employment agency fees, or relocation expenses.

THE PEER COMMITTEE IS AN EQUAL OPPORTUNITY EMPLOYER.