

## Job Announcement

# Mississippi Schools for the Deaf and the Blind

[HTTPS://MSDBK12.ORG/NOW-HIRING/](https://msdbk12.org/now-hiring/)



**Position Type:** *District*

**Job Title:** *Accountant/MSIS Coordinator*

**Date Posted:** *01/31/2024*

**Location:** *Mississippi Schools for the Deaf & the Blind/Jackson, MS*

**Date Available:** *Immediately*

**Closing Date:** *Until Filled*

**Reports To:** *Director of Finance and Operations/Superintendent*

### **PURPOSE:**

The incumbent of this position will perform general accounting functions and will complete data processing-related duties pertaining to the preparation, input, storage, retrieval and reporting of student and class-related data. Work is performed independently and reviewed through observation and results obtained.

### **MINIMUM QUALIFICATIONS:**

A bachelor's degree in accounting or finance and two (2) years of accounting or related experience is required. Previous experience with MSIS, ADA, and student cum/insert records is preferred. The incumbent must be able to pass a MIS computer skills test and have proven ability to handle multiple projects simultaneously. This individual must possess strong mathematical and analytical skills, as well as excellent oral and written communication skills. The applicant should be proficient in Microsoft Word and Excel and must have the ability to read and analyze financial reports.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Accounting
  - Recording financial transactions and performing numerous bookkeeping tasks
  - Processing revenue and expenses in the general ledger
  - Posting General Ledger adjustments as needed
  - Reconciling bank statements of all accounts maintained by the school district
  - Reconciling financial statements as needed
  - Assist Director of Finance in various aspects of accounting services as needed
- MSIS
  - SAMS
    - Initial Registration
    - Request for Release: MSIS, SAMS, Records
    - Enroll and Withdraw Students
    - Runs report cards
    - Makes changes in Address/Phone Number
    - Maintains Ownership in MSIS/SAMS
    - Release and Transfer in MSIS/SAMS
    - Maintains Summer Activity in MSIS
    - Maintains Leaver Control Manual
    - Maintains Discipline & Notify State Attendance Officer as Suspensions occur
  - Cum/Insert Records
    - Maintains student cumulative, entrance, withdrawal, transfer, and attendance records
    - Personal/Family Data
    - Maintains updated Student Data
    - Maintain an Audit/Manila Folder
    - Mailing of Records
    - Immunization Certificate of Compliance
    - Expulsion information
    - Grade Labels-Printing
  - State Reporting
    - Exports Monthly Days Taught & Student Data for each reporting period, & Monitors exports to assure data is sent successfully

- Maintains Personnel in MSIS
- Updates and Maintains Teacher Attendance in MSIS
- Runs Reports to verify Monthly Data
  - Monthly Attendance Pre-Approved Report (MSIS); Holding Area Discipline (MSIS); Holding Area Discipline (MSIS); Holding Area Student Withdrawals Report (MSIS); Holding Area Student Entries Report (MSIS); Success Page (MSIS)
  - Daily Attendance Report (SAMS)
  - Emails suspension/expulsions spreadsheet to MIS Office
- Adhere to the Mississippi Educator Code of Ethics
- Maintain confidentiality and privacy of all MSDB records
- Perform other duties as assigned

**PLEASE SUBMIT YOUR RESUME AND THREE REFERENCES TO JACOB BOWMAN AT [HR@MSDBK12.ORG](mailto:HR@MSDBK12.ORG) TO APPLY, OR VISIT [WWW.MSDBK12.ORG](http://WWW.MSDBK12.ORG) FOR MORE INFORMATION.**