



# Ellisville State School

1101 Highway 11 South ♦ Ellisville, Mississippi, 39437  
601-477-5625 ♦ 601-477-5710 fax

## Vacancy Announcement Accounting Team Lead

### Contract Position

**Position Open:** September 30, 2024

**Location:** Payroll Department

**Position Close:** Until Filled

**Hours:** Up to 20 hours per week

**Schedule:** varied/TBD

#### Position Description:

The incumbent in this position will be responsible for the following: Direct and manage the operation of the Payroll Departments for Ellisville State School and South MS Regional Center; Direct and manage Employee Benefits; Direct all phases of the preparation of all agency payrolls in accordance utilizing the SPAHRS and Magic systems, among others. Coordinates legal, regulatory, and agency activities and policies and procedures; Consults with Administrative Superiors at Agency as well as Department of Finance & Administration on questions or concerns related to Kronos and Payrolls; Prepare and reconcile periodic payroll-related financial reports; Assist employees with payroll, time, and benefits questions; Ensure that the Accounting and Budget Data for Distributing Cost of Payroll is correct; Experience with SPAHRS and Kronos is preferred. Additional job specifications at [www.mspb.ms.gov](http://www.mspb.ms.gov).

#### Education:

Typically requires a Bachelor's Degree and 5-6 years of experience.

Employees of Ellisville State School cannot be considered for this position unless they resign from their current state service position.

Interested applicants can submit an application at the Ellisville State School Office of Human Resources or Win Job Center, Laurel or Hattiesburg, MS. For questions about applying please call 601-477-5615.

The agency reserves the right to renew the contract for an additional two (2) one-year terms with no changes to agreed upon terms of original contract.

**Upon contingent employment offer, Contract Workers must complete a background check, pre-employment drug test, and submit documentation of COVID-19 vaccination or an accommodation request related to vaccination status.**