

**MISSISSIPPI MILITARY DEPARTMENT  
STATE EMPLOYEE POSITION ANNOUNCEMENT  
ANNOUNCEMENT #25-069**

**OPENING DATE: 19 FEB 25    CLOSING DATE: 05 MARCH 25    AGENCY: 5709    PIN: 164**

**POSITION: Budget Analyst/Executive Assistant  
STARTING SALARY: \$57,594.00**

**LOCATION OF POSITION:** 172<sup>nd</sup> Airlift Wing, 141 Military Drive, Jackson, MS 39232.  
**TELEPHONE INQUIRIES:** Mitzy Hopson (601) 313-6243 DSN: 293-6243

**APPLICATION MUST BE SUBMITTED TO: EMAIL ADDRESS:** [mhopson@mil.ms.gov](mailto:mhopson@mil.ms.gov) **Or Hand Delivered to  
STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237 **Or Mailed to:** MS Military Department, ATTN:  
NGMS-SRP, Post Office Box 5027, Jackson, MS 39296-5027

***APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON THE CLOSING DATE.***

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***SPECIAL CONDITION: MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.***

**MINIMUM QUALIFICATIONS:**

1. A Bachelor's Degree in Business Administration, Accounting or a related field and two (2) years related experience, OR graduate from a standard four-year high school or equivalent (GED) and six (6) years related experience.

**DUTIES AND RESPONSIBILITIES:** The following are examples of various types of work to be performed for this job class and are not intended to reflect all essential functions associated with the job class

1. Manages and provides oversight of all Civil Engineering funds, including Sustainment Restoration & Modernization (SRM), Military Construction (MILCON), and Operations & Maintenance (O&M) funds to comply with all FIAR regulations.
2. Coordinates requests with the base Comptroller and NGB for prior year funding when required to meet financial obligations.
3. Develops, implements and maintains databases, spreadsheets, reports and graphs that portray an annual and historical expenditure and consumption pattern for use in resource analysis.
4. Prepares and submits budget proposals for annual budget and financial plan for master cooperative agreement and deferral O & M funds.
5. Enters data into (IEMS), to include agreement funding information, federal codes, state codes, beginning balances and salary data the beginning of each federal fiscal year.
6. Compiles and maintains a control log of State and Federal purchase orders for historical purposes.
7. Presents a weekly financial update and advises the BCE and staff on areas in which action may be required to stay within budget.
8. Assures that all proper approvals and documentation are received before funds are obligated.
9. Prepares annual budget and cash flow for Cooperative Agreements and submit to GOR.
10. Assist with selection of vendors and prepares purchase order requests insuring proper State of Mississippi or Department of Defense procedures, regulations and formats.
11. Reconciles accounts monthly and verifies expenditures with state and federal Comptrollers.
12. Tracks cyclical, seasonal and regular spending rates and trends, to provide historical information for future budget planning.
13. Distributes expenditure vouchers to Program Managers and submits to Grants Officer Representative (GOR) for review and signature.
14. Performs other duties as assigned.

**AREA OF CONSIDERATION: OPEN COMPETITIVE**

**SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES**

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

**RESUMES WILL NOT BE ACCEPTED.** Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 12/19)**. Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard, website: [www.ng.ms.gov](http://www.ng.ms.gov), or by written/telephonic request to the Mississippi Military Department, ATTN: NGMS-SRP, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6368). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE OF APPLICATIONS ARE ACCEPTABLE.**

**PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED.** Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

**APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED.** Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

**THE SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.**

**Military membership is desired.**

**INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.**

**MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND CHECK.**