



Now Hiring: Staff Accountant (2-Year Assignment)

About JRA

The Jackson Redevelopment Authority (JRA) is a quasi-governmental entity dedicated to promoting economic development, revitalizing communities, and supporting strategic redevelopment initiatives throughout the City of Jackson. JRA partners with public and private stakeholders to create vibrant, sustainable growth opportunities across the city.

Position Overview

JRA is seeking a detail-oriented and motivated **Staff Accountant** to support its financial operations. This role is critical in maintaining accurate financial records, ensuring compliance with public funding requirements, and supporting redevelopment projects funded through various sources, including federal and local programs.

This position is a **two-year assignment** with the potential for extension based on performance and organizational needs.

Key Responsibilities

- Prepare and maintain general ledger entries in accordance with fund accounting principles
 - Perform monthly bank and account reconciliations
 - Process accounts payable transactions, including invoice coding and approvals through AvidXchange
 - Assist with tracking and reporting of grant-funded expenditures (e.g., CDBG and other programs)
 - Support month-end and year-end close processes, including journal entries and supporting schedules
 - Assist in preparation of financial reports and internal management reporting
 - Maintain documentation for audit and compliance requirements
 - Ensure adherence to JRA financial policies, internal controls, and procurement standards
 - Assist with budget monitoring and variance analysis
 - Collaborate with internal departments, project managers, and external vendors
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Minimum Qualifications

- Bachelor's degree in Accounting, Finance, or related field
 - 2–4 years of accounting experience (governmental or public sector experience preferred)
 - Knowledge of general ledger accounting, reconciliations, and accounts payable processes
 - Experience with **MIP Accounting (Abila MIP)** and **AvidXchange** a plus
 - Proficiency in Microsoft Excel and Microsoft Office Suite
 - Strong attention to detail and organizational skills
 - Ability to manage multiple priorities and meet deadlines
 - Effective communication and teamwork skills
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Compensation & Benefits

- Competitive salary within the range of **\$48,000 – \$58,000**, based on experience
 - **Individual health insurance coverage** provided
 - **Paid Time Off (PTO)** in accordance with JRA policy
 - Opportunity to gain experience working with federal, state, and local funding sources
 - Professional exposure to redevelopment and public-sector finance operations
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Work Environment

- This is a **fully onsite position** located in Jackson, Mississippi
 - Collaborative, team-oriented environment supporting multiple redevelopment projects
 - Regular interaction with internal staff, leadership, vendors, and external stakeholders
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Additional Information

- This position is funded for a **two-year period (May 2026 – April 2028)**
 - **Continuation beyond the initial term may be considered** based on performance and funding availability
 - JRA is an Equal Opportunity Employer
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How to Apply

Interested candidates should submit a resume and cover letter to: finance@jrams.org by 5:00 p.m., Friday, April 10th, 2026.