



Arkansas Game and Fish Commission Employment Job Posting

FISCAL SUPPORT ANALYST - FISCAL SUPPORT ANALYST

POSITION NO: 22095839

POSTING INFORMATION:

Advertisement Opens: May 6, 2019

Advertisement Closes: May 20, 2019

Full Time: Yes

Salary: \$39,925.00 - \$39,925.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in general business, finance, or a related field.

OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE HUMAN RESOURCES CHIEF.

Preferred Education and/or Experience:

Experience working in AASIS with fiscal and procurement. Knowledge of state procurement rules and regulations.

Knowledge, Abilities, and Skills:

Knowledge of accounting principles and database management.

Knowledge of software applications.

Knowledge of applicable laws, regulations, and policies of assigned section.

Knowledge of customer service techniques.

Ability to comprehend and assimilate technical and business related documents.

Ability to apply policies and procedures and other applicable regulations associated with assigned department or program.

Ability to conduct research, perform quantitative quality assurance reviews, and prepare reports.

Preferred Knowledge, Abilities, and Skills:

NONE

POSTING DETAILS:

Position Location:

City: Little Rock, Arkansas

Office: Little Rock Central Office

Division: Wildlife Management

Job Summary:

The Fiscal Support Analyst is responsible for performing a wide variety of fiscal related tasks that are standard or regular support duties within an assigned department or program and for researching financial data and preparing reports. This position is governed by Generally Accepted Accounting Principles (GAAP), state and federal laws, and agency policy.

Typical Functions:

Researches and analyzes data, develops or revise processes or policies based on research, and submits prepared report findings to supervisor.

Develops and maintains databases, spreadsheets and other fiscal reporting mechanisms, reviews and audits fiscal information for accuracy and quality assurance.

Provides technical assistance to others working within various databases and systems, including the state accounting system and general ledger, and assists in reconciling problems.

Posts transactions to journals and/or ledgers, balances entries, and reconciles errors manually or electronically.

Performs various accounting duties and assists with budgets and fiscal monthly and year end closing. Produces monthly production reports, statistical reports, or other regularly scheduled reports.

May be responsible for proper and timely entry of time records, payroll related documents, purchase orders, personnel action forms, budget documents, labor distribution reports, or any other procedural forms required by other departments or divisions.

May serve as a lead worker, providing training and guidance to fellow employees and establishing work plans, timeframes and/or deadlines or may supervise a small support staff by interviewing, training, assigning and reviewing work, and evaluating performance.

Performs other duties as assigned.

Specific Duties and Responsibilities:

This position is responsible for the day-to-day business operations of the Arkansas Game and Fish Commission's Wildlife Management Division, to include supervision of a small staff. The Fiscal Support Analyst will oversee the division's fiscal and purchasing activities, to include providing technical assistance and guidance to division personnel on fiscal policy and procedures. Processing invoices and field staff expense accounts (reviews and audits documents to ensure completion. Verifies codes, calculations, and authorizations). Performs data entry of various information, including invoices and payments, to the internal tracking system. Communicating with vendors and other customers to provide information regarding the status of accounts or other related transactions. Reviews all division purchasing card accounts. Assisting with budget planning and management. Coordinating and processing inventory transfers, removals, control, and annual reporting. Creating purchase requisitions and coordinating purchase order issuance and providing administrative support for professional meeting logistics, including administering the division travel card and completing other duties as assigned.

Certificates, Licenses, or Registrations:

N/A

Special Job Dimensions:

N/A

Other Specific Information:

All applicants subject to a criminal background check.

As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.