



Arkansas Game and Fish Commission Employment Job Posting

BOOKKEEPER COORDINATOR - AGFC ADMIN OFFICE COORDINATOR

POSITION NO: 22096038

POSTING INFORMATION:

Advertisement Opens: June 7, 2019

Advertisement Closes: June 21, 2019

Full Time: Yes

Salary: \$44,220.00 - \$64,644.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in general business, finance, accounting, or a related field; plus four years of fiscal experience to include AASIS experience.

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 with contracts and purchase requisitions. Experience working with AASIS.

Knowledge, Abilities, and Skills:

Knowledge of staff development and supervision principles.

Knowledge of department operations, policies, and procedures.

Knowledge of applicable laws and regulations.

Knowledge of computers and software applications.

Knowledge of basic accounting principles.

Knowledge of work-related subject area.

Ability to prepare, present, and review oral and written information and reports.

Ability to research and analyze related work program information.

Ability to develop, recommend, interpret, and apply policies and procedures.

Ability to analyze financial records and prepare reports.

Ability to plan, organize, and direct the work of others.

Preferred Knowledge, Abilities, and Skills:

Knowledge of the AGFC purchasing policy and procedures. Knowledge of game and fish regulations.

POSTING DETAILS:

Position Location:

City: Little Rock, Arkansas

Office: Little Rock Central Office

Division: Enforcement

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Administrative Office Coordinator is responsible for monitoring and supervising division office processes including preparation and reporting of budgets, cash receipts and deposits, purchasing, records management, contract management, payroll and personnel administration, public relations, and inventory. This position is governed by state and federal laws and agency policy.

Typical Functions:

Serves as the Fiscal Division lead for coordination and guidance of AGFC Division Bookkeepers. Serves as liaison between various administrative offices and department bookkeepers, provides guidance in areas of expertise, including the state accounting system and general ledger, and assists in reconciling problems. Prepare and assist in developing training materials, goals, and objectives for AGFC Division Bookkeepers. Plan, organize, and conduct training. Develop procedures, monitoring, and reporting systems based on best practices. Develop handbooks and manuals for Bookkeeper and Fiscal staff use. Conduct workshops to educate personnel on new systems, policies, and procedures. Researches and analyzes data pertinent to work programs and goals, and objectives. Prepares reports explaining findings and recommendations. Composes correspondence and responses to written inquiries and interprets agency administrative directives, policies, and procedures to ensure consistent application. Answers telephones and routes call to appropriate personnel. Greets and directs visitors. Receives, sorts, and routes daily incoming correspondence. Performs data entry or posting of various information, including invoices and payments, to internal automated tracking and reporting system, general ledger, or other appropriate system after reviewing the documents for accuracy. Reviews files for accuracy and corrects information as needed. Performs other duties as assigned.

Specific Duties and Responsibilities:

NONE

Certificates, Licenses, or Registrations:

N/A

Special Job Dimensions:

N/A

Other Specific Information:

All applicants are subject to a criminal background check.

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