



Arkansas Game and Fish Commission Employment Job Posting

FISCAL SUPPORT SPECIALIST - AGFC FISCAL SUPPORT SPECIALIST

POSITION NO: 22095921

POSTING INFORMATION:

Advertisement Opens: Sept. 15, 2021

Advertisement Closes: Sept. 29, 2021

Full Time: Yes

Salary: \$35,648.00 - \$58,767.00 Hourly

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a high school diploma; plus two years of bookkeeping, basic accounting, billing, or related 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 with AASIS and familiarity with state purchasing policy.

Knowledge, Abilities, and Skills:

AASIS Experience.

Knowledge of database accounting and management principles.

Knowledge of applicable laws and regulations of assigned section.

Knowledge of computers and software application programs.

Knowledge of customer service techniques.

Ability to record fiscal data and manipulate data to generate complex reports and documents.

Ability to conduct research and perform basic quantitative quality assurance reviews.

Preferred Knowledge, Abilities, and Skills:

Knowledge of the responsibilities and function of the Arkansas Game and Fish Commission and the Fisheries Division. Experience with AASIS and familiarity with state purchasing policy. Engages in fishing and other related outdoor recreational pursuits. Understands and can communicate about fishing regulations. Positive, customer-service oriented attitude. Ability to assist Fisheries Division staff with all financial, budgetary and scheduling issues. Willingness to participate in special projects with field staff which may, on occasion, require travel across the state and outdoor activity.

POSTING DETAILS:

Position Location:

City: Little Rock

Office: Little Rock Central Office

Division: Fisheries

Job Summary:

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

Typical Functions:

Receives, reviews, and audits documents to ensure completion; verifies codes, calculations, authorizations and additional required information.

Performs data entry 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.

Receives payments, verifies for accuracy, posts money and receipts, and processes funds following prescribed methods; deposits into appropriate accounts.

Maintains manual and computerized files. Reviews files for accuracy and corrects information as needed.

Files documents alphabetically, numerically, or by other prescribed methods within designated timeframes.

Prepares forms, correspondence, reports and other documents utilizing appropriate software.

May communicate with vendors and other customers to provide information regarding the status of accounts or other related transactions.

May monitor systems to determine the distribution of invoices, contracts, or grants, and may reconcile receipts of bank deposits and bank statements.

May create electronic batches of documents and remittances, correct and balance batches, compute tax liabilities, and make corrections.

May assist with accounts receivables and accounts payables.

Performs other duties as assigned.

Specific Duties and Responsibilities:

Maintains fiscal support for the entire Arkansas Game and Fish Commission Fisheries Division on any budget-related matter. Processes more than 6,000 invoices and 600 field staff expense accounts annually. Reviews and audits all Division purchasing card reports before submitting those reports to Fiscal Division. Responsible for coordinating and processing inventory item transfers, removals, control and the spring audit. Creates purchase orders. Processes and tracks out of state travel forms and budget maintenance forms for all Division field staff. Maintains and files all Division contracts. Interacts with other agency divisions. Provides customer service by answering Division phone lines. Provides administrative support for local, state and regional professional staff meetings. Completes assignments designated by Fisheries Chief, Fisheries Assistant Chiefs or Fisheries Office Manager. Serves as the Division's backup timekeeper in the absence of the primary timekeeper. Performs other duties as assigned.

Certificates, Licenses, or Registrations:

.

Special Job Dimensions:

.

Other Specific Information:

All applicants subjected to a criminal background check.

Applications must include complete work history and references.

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