



Arkansas Game and Fish Commission Employment Job Posting

DIVISION ASSISTANT CHIEF - OPERATIONS CAPITAL RESOURCE MANAGEMENT - **AGFC DIVISION**
ASSISTANT CHIEF
POSITION NO: 22096323

POSTING INFORMATION:

Advertisement Opens: Feb. 18, 2022

Advertisement Closes: March 10, 2022

Full Time: Yes

Salary: \$85,003.00 - \$85,003.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in education, biology, zoology, natural science, business administration, or a related field; plus four years of experience in wildlife management or a related field, including one year in a supervisory capacity. Additional requirements determined by the agency for recruiting purposes require review and approval by the Human Resources Chief.

Preferred Education and/or Experience:

Bachelor's Degree in Accounting, Finance, or Public Administration. One year of supervisory experience. General ledger and balance sheet reconciliation. Preference is given to candidates currently licensed or who are eligible to sit for the Certified Public Accountant (CPA) exam and/or Certified Government Financial Manager (CGFM). Previous experience in Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB). Systems, Applications, and Products (SAP)/Arkansas Administrative Statewide Information System (AASIS) is preferred.

Knowledge, Abilities, and Skills:

Knowledge of the principles and practices of organizational management. Knowledge of state and federal laws, rules and regulations governing environmental protection, endangered species, or use of federal funds. Knowledge of the theories, principles, techniques, and strategies of fish and/or wildlife management, education and/or educational curriculum. Ability to plan work unit objectives and operational activities and to assign and direct the work of subordinate supervisors. Ability to participate in and lead groups in problem solving activities. Ability to develop monitoring systems for projects and/or programs to measure successes, failures, and develop solutions to problems.

Preferred Knowledge, Abilities, and Skills:

Ability to ensure compliance with state policies and procedures. Knowledge of state procurement and fixed asset processes. Ability to make presentations to Legislative Committees and/or Boards and Commissions. Planning, Budgeting and Administrative System (PBAS) experience is preferred.

POSTING DETAILS:

Position Location:

City: Little Rock

Office: Little Rock Central Office

Division: Fiscal

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Division Assistant Chief is responsible for overseeing division operations. This position is governed by state and federal laws and agency policy.

Typical Functions:

Directs the activities of a medium to large-sized professional and technical staff through lower-level supervisors, including approving hire recommendations, reviewing performance evaluations, evaluating the performance of immediate subordinates, and reviewing and approving/disapproving a variety of recommendations of subordinates. Resolves problems referred by field personnel in areas such as program development, employee relations, scheduling, management techniques, public information, and strategic planning. Evaluates and determines the progress of projects and programs through field inspections and compiles reports with recommendations for the review of division chiefs. Identifies problem areas and monitors the progress of projects and programs through field inspections and compiles reports with recommendations for the review of division chiefs. Reviews and approves division bills, invoices, and activity reports and may request further explanation of actions and purchases. Compiles data as requested for special projects or programs such as program performance and expenditure reduction and recommends courses of action as indicated from analysis of data. Performs other duties as assigned.

Specific Duties and Responsibilities:

This position will oversee four direct reports in the accounting department. Assist the CFO in the budget compilation, financial statement preparation, and Federal and State annual reporting requirements. Oversees procurement process, including reviewing and approving Purchase orders and outlining agreements for compliance. Oversees the Commission's asset management. Assist in the annual Legislative Audit.

Certificates, Licenses, or Registrations:

Must possess a valid Arkansas driver's license.

Special Job Dimensions:

Regular in-state travel and occasional work other than normal office hours are required.

Other Specific Information:

Flexible schedule and telecommuting options available for this position.

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.