



## Arkansas Game and Fish Commission Employment Job Posting

FISCAL SUPPORT SPECIALIST - AGFC FISCAL SUPPORT SPECIALIST

POSITION NO: 22095895

### **POSTING INFORMATION:**

Advertisement Opens: June 10, 2022

Advertisement Closes: June 24, 2022

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:

N/A

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:

N/A

### **POSTING DETAILS:**

Position Location:

City: Little Rock

Office: Little Rock Central Office

Division: Fiscal

#### Job Summary:

The Fiscal Support Specialist is responsible for performing a variety of fiscal related 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:

Receives, authorizations reviews, and and any audits additional documrequired ents to ensure information. completion; Performs verifies data entry codes, of various calculations, information, ledger, including or other invoices and appropriate payments, system to after internal reviewing automated the tracking documents and for reporting accuracy. system, Receives general payments, verifies corrects for information accuracy. as Maintains needed. Files mō€,@nual and documents computerized digitally with files. accurate Reviews files information. for accuracy Prepares and 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. 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.

#### Certificates, Licenses, or Registrations:

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#### Special Job Dimensions:

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#### Other Specific Information:

N/A

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