



Arkansas Game and Fish Commission Employment Job Posting

AGFC ASSISTANT CONTROLLER - AGFC ASSISTANT CONTROLLER

POSITION NO: 22096326

POSTING INFORMATION:

Advertisement Opens: Sept. 26, 2024

Advertisement Closes: Oct. 10, 2024

Full Time: Yes

Salary: \$76,236.00 - \$76,236.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree with a major in accounting, or finance; plus four years of experience in accounting, including two years in a managerial or supervisory capacity.

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:

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Knowledge, Abilities, and Skills:

Knowledge of Generally Accepted Accounting Principles (GAAP).

Knowledge of administrative and management concepts.

Knowledge of automated accounting systems and procedures.

Knowledge of management and supervisory practices and techniques.

Ability to supervise a subordinate accounting supervisory and professional staff.

Ability to establish and apply accounting principles and methods to total operation of an accounting department.

Ability to analyze and interpret various forms of accounting data.

Ability to prepare detailed reports.

Ability to plan, schedule, and implement an accounting system.

Preferred Knowledge, Abilities, and Skills:

- Three (3+) years of AASIS experience

POSTING DETAILS:

Position Location:

City: Little Rock

Office: AGFC Headquarters Office

Division: Fiscal

Job Summary:

The Assistant Controller is responsible for maintaining the organizational general ledger, chart of accounts, and overseeing related work activities. This position is governed by state and federal laws, Generally Accepted Accounting Principles (GAAP), and agency policy. The Assistant Controller is responsible for maintaining the organizational general ledger, chart of accounts, and overseeing related work activities. This position is governed by state and federal laws, Generally Accepted Accounting Principles (GAAP), and agency policy.

Typical Functions:

Provides supervisory guidance to a subordinate accounting supervisory and professional staff by establishing work plans and staff assignments, resolving difficult or complex problems, and evaluating employee performance.

Reviews general ledger and subsidiary accounts to verify balances and processing of year end closing.

Allocates funds for new and existing accounts when establishing and maintaining general ledger on department operations.

Researches outstanding checks and balances for preparation of report for unclaimed property. Tracks and reconciles unexpended accounts.

Evaluates current and future data processing needs related to quality control and reporting procedures.

Prepares financial reports, budget projections, special project costs, expenditure analysis, and federal grant reports.

Provides technical assistance to departmental officials by interpreting data and details of various accounting reports.

Performs other duties as assigned.

Specific Duties and Responsibilities:

- Supervises accounts receivable and accounts payable staff
- Provides reconciling differences for revenue to accounts receivable staff
- Reviews and approves monthly bank reconciliations
- Maintains monthly recurring journal entries
- Prepares the Annual Comprehensive Financial Report (ACFR) for the agency and analytical reviews
- Reviews and posts settlements and accounts receivable activities
- Reviews and verifies contract spending
- Codes checks receipts for accounts receivable staff
- Performs refunds to expenditures
- Assists in reviewing credit cards as needed
- Prepares grant corrections as needed
- Keys monthly inter-fund elimination journal entries
- Reviews and reconciles agency Performance Bonds
- Performs other duties as assigned

Certificates, Licenses, or Registrations:

Special Job Dimensions:

Other Specific Information:

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