



## Arkansas Game and Fish Commission Employment Job Posting

FISCAL SUPPORT ANALYST - FISCAL SUPPORT ANALYST

POSITION NO: 22095989

### **POSTING INFORMATION:**

Advertisement Opens: April 28, 2026

Advertisement Closes: May 18, 2026

Full Time: Yes

Salary: \$39,925.00 - \$39,925.00 Annually

### **POSTING REQUIREMENTS:**

Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in general business, finance, or a related field.

**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:

- The formal education equivalent of a bachelor's degree in business administration or a related field, plus experience in purchasing or a related area
- Experience in systems, applications, and products (SAP/Arkansas Administrative Statewide Information System

Knowledge, Abilities, and Skills:

Knowledge of accounting principles and database management.

Knowledge of software applications.

Knowledge of applicable laws, regulations, and policies of assigned section.

Knowledge of customer service techniques.

Ability to comprehend and assimilate technical and business related documents.

Ability to apply policies and procedures and other applicable regulations associated with assigned department or program.

Ability to conduct research, perform quantitative quality assurance reviews, and prepare reports.

Preferred Knowledge, Abilities, and Skills:

- Knowledge of state and federal laws and agency purchasing laws, rules, regulations, and procedures.
- Knowledge of effective management techniques, including team building, as required to meet the agency's goals and objectives in the public and/or private sector
- Knowledge of state budget, fiscal, purchasing, and human resource policies and practices
- Experience with the Arkansas Administrative Statewide Information System (AASIS)

**POSTING DETAILS:**

Position Location:

City: Little Rock

Office: Little Rock Central Office

Division: Fiscal

Job Summary:

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

Typical Functions:

Researches and analyzes data, develops or revise processes or policies based on research, and submits prepared report findings to supervisor.

Develops and maintains databases, spreadsheets and other fiscal reporting mechanisms, reviews and audits fiscal information for accuracy and quality assurance.

Provides technical assistance to others working within various databases and systems, including the state accounting system and general ledger, and assists in reconciling problems.

Posts transactions to journals and/or ledgers, balances entries, and reconciles errors manually or electronically.

Performs various accounting duties and assists with budgets and fiscal monthly and year end closing. Produces monthly production reports, statistical reports, or other regularly scheduled reports.

May be responsible for proper and timely entry of time records, payroll related documents, purchase orders, personnel action forms, budget documents, labor distribution reports, or any other procedural forms required by other departments or divisions.

May serve as a lead worker, providing training and guidance to fellow employees and establishing work plans, timeframes and/or deadlines or may supervise a small support staff by interviewing, training, assigning and reviewing work, and evaluating performance.

Performs other duties as assigned.

Specific Duties and Responsibilities:

- Facilitating Procurement Requests using SoftDocs
- Communicating with division staff
- Assisting with division training
- Sourcing quotes from vendors
- Maintaining digital documentation
- Creating purchase requisitions
- Processing goods receipts and direct invoices
- Maintaining and using a state purchase card (P-Card)

Certificates, Licenses, or Registrations:

N/A

Special Job Dimensions:

N/A

Other Specific Information:

Remote work is possible on one day per week after a one-year probationary period.

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