



## Arkansas Game and Fish Commission Employment Job Posting

AGFC Administrative Office Coordinator - **AGFC Administrative Office Coordinator**

**POSITION NO: 22079779**

### **POSTING INFORMATION:**

Advertisement Opens: May 21, 2026

Advertisement Closes: May 25, 2026

Full Time: Yes

Salary: \$44,220.00 - \$64,644.00 Annually

### **POSTING REQUIREMENTS:**

Minimum Education and/or Experience:

The formal education of a high school diploma; plus one year of specialized training in business management, business education, or a related field; plus four years of experience in administrative support, including one year in a supervisory or leadership 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:

The formal education equivalent of a bachelor's degree in general business, finance, accounting, or a related field; plus four years of fiscal experience to include AASIS experience.

Knowledge, Abilities, and Skills:

- Knowledge of staff development and supervision principles
- Knowledge of department operations, policies, and procedures
- Knowledge of applicable laws and regulations
- Knowledge of computers and software applications
- Knowledge of basic accounting principles
- Knowledge of work-the related subject area
- Ability to prepare, present, and review oral and written information and reports
- Ability to research and analyze related work program information
- Ability to develop, recommend, interpret, and apply policies and procedures'
- Ability to analyze financial records and prepare reports
- Ability to plan, organize, and direct the work of others

Preferred Knowledge, Abilities, and Skills:

- Fiscal experience with AASIS
- Knowledge of accounting principles and database management
- Knowledge of software applications
- Knowledge of applicable laws, regulations, and policies of the 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 the assigned department or program
- Ability to conduct research, perform quantitative quality assurance reviews, and prepare reports.

**POSTING DETAILS:**

Position Location:

City: Little Rock

Office: AGFC Headquarters Office

Division: Fiscal

### Job Summary:

The Arkansas Game and Fish Commission (AGFC) Administrative Office Coordinator is responsible for monitoring and supervising regional office processes, including the preparation and reporting of budgets, cash receipts and deposits, purchasing, records management, contract management, payroll and personnel administration, public relations, and inventory management. This position is governed by state and federal laws and agency policy.

### Typical Functions:

- Interviews, hires, plans, and directs the activities of subordinate employees by establishing work schedules, assigning specific duties, providing detailed instructions, and regularly monitoring and reviewing work to ensure adherence to instructions, deadlines, proper procedures, and the delivery of services.
- Conducts performance evaluations on a timely basis and establishes employee goals and development plans. Processes all required personnel actions following established policies and procedures
- Researches and analyzes data pertinent to work programs and agency goals and objectives, and prepares reports explaining findings
- Develops and monitors the budget throughout the budget cycle
- Assists in developing or revising policies, procedures, and directives based on research findings
- Participates in leadership activities and attends required meetings
- Ensures proper submission of time sheets, payroll documents, purchase orders, or any other procedural forms required
- Manages the bi-weekly payroll process for the office by maintaining time records and performing time audits
- Maintains record-keeping systems on license sales, deposits, credit card reports, inventory, contracts, and major maintenance projects
- Prepares and distributes office reports, business and promotional correspondence, budget justification, and customer inquiry responses
- Prepares purchase orders and coordinates with the Fiscal Division. Creates and maintains files on office or division operations.

Specific Duties and Responsibilities:

- Prepares and assists in the development of training materials, goals, and objectives
- Plans, organizes, and schedules training and procedures, and develops monitoring and reporting systems
- Will serve as the lead worker providing training and guidance to agency bookkeepers.
- Researches and analyzes data pertinent to work programs and goals and objectives, and prepares reports explaining findings and recommendations
- Develops handbooks and manuals for participant use and conducts workshops to educate personnel on new systems, policies, and procedures
- Composes correspondence and responses to written inquiries and interprets agency administrative directives, policies, and procedures to ensure consistent application
- Serves as liaison between various administrative offices and department bookkeepers and provides guidance in areas of expertise, including the state accounting system and general ledger, and assists in reconciling problems
- Answers telephones and routes calls to appropriate personnel
- Greets and directs visitors
- Receives, sorts, and routes daily incoming correspondence
- Performs data entry or posting of various information, including invoices and payments, to the internal automated tracking and reporting system, general ledger, or other appropriate system after reviewing the documents for accuracy
- Reviews files for accuracy and corrects information as needed
- Performs other duties as assigned.

Certificates, Licenses, or Registrations:

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Special Job Dimensions:

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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.